



✉ shailashri93@gmail.com

☎ 7760743587

📍 Mangalore, India

SKILLS

PeachTree

Tally .ERP 9

Busy software

Poster/ flyer designing

Word, PowerPoint, Excel

Employee verification

Interpersonal
communication skills

Organizational skills

LANGUAGES

English
Professional Working Proficiency

Hindi
Professional Working Proficiency

Kannada
Professional Working Proficiency

INTERESTS

HR - Recruitment
responsibilities

KYC Compliance

Finance - accounting

Shailashri .

A self-motivated graduate with good interpersonal skills interested in KYC compliance & HR responsibilities

EDUCATION

Post Graduate Diploma in Human Resource Management (PGDHRM)
School of Social Work, Roshini Nilaya (Autonomous) affiliated to
Mangalore University

2019

Mangalore, India

Bachelor of Business Management
St. Aloysius College (Autonomous) affiliated to Mangalore University

2014

Mangalore, India

WORK EXPERIENCE

Administrative executive
Manipal School (CBSE)

04/2017 - Present

Mangalore, India

Roles & Responsibilities

- HR (pre & post recruitment procedure & documentation)
- KYC compliance
- Maintenance of employee histogram
- Salary Processing
- Attending district level Block Education meetings
- Contact person for parent/ guardian queries
- Invigilator for competitive exams (NEET-UG, JEE)
- Organizing inter & intra school meetings & competitions
- Parent Teacher Association In-charge
- Updating student information at school as well as state government portals

Contact: Administrator : Vinod Robin D'souza - 9741470110

Academic Counsellor
Silicon College of Advanced Studies

01/2016 - 01/2017

Mangalore, India

Roles & Responsibilities

- Student academic counselling
- Administrative responsibilities
- Microsoft Certified System Engineer (MCSE) online exam conduction
- Customer service representative

ADDITIONAL QUALIFICATIONS

Tally .ERP 9, Busy, PeachTree
Manipal Institute of Computer Education

ADDITIONAL INFORMATION

Attended a National level seminar on 'Human Resource as a Strategic Business Partner'

Active participation in the organization of Spinout 2014 - a National level fest