

KIRUTHIKA V

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Objective

To obtain a challenging role in business management that allows me to grow professionally and I can use my skills to make a significant contribution to the success of the company and drive for continuous improvement in a collaborative work environment.

Education

- **Pu-lus Pondicherry University** 2024-2026
Master of Business Administration (HRM)
Currently Pursuing
- **Justice Basheer Ahmed Sayeed college for women** 2021-2024
Bachelor of Business Administration (BBA)
91.4%

Schooling

- 12th Grade
Shebha Matriculation Higher Secondary School
Chennai
84%
- 10th Grade
Shebha Matriculation Higher Secondary School
Chennai
76%

Experience

- **The Dollar Business** 25-06-2024 - Present
Business Development Executive
 - Managed end-to-end sales process for import/export software solutions.
 - Identified and cultivated new business opportunities in international markets.
 - Developed and maintained relationships with key clients, and partners globally.
 - Provided product demonstrations and training to potential customers.
 - Negotiated contracts and closed high-value deals.
 - Collaborated with cross-functional teams to ensure customer satisfaction and product delivery.
- **Tamilnadu Tourism development corporation limited** 06-06-2023 - 06-07-2023
Sales Department (INTERNSHIP)
 - Prompt resolution of escalated client concerns and disputes as per service standards.
 - Ensuring minimum turnaround time for resolving customer complaints, and maintaining high customer satisfaction levels.
 - Identifying causes for escalation among clients & taking steps to over come.
- **Captiv Techno Solution** 10-01-2024 - 10-01-2024
Human resource management (INTERNSHIP)
 - Project management
 - Employee training and development
 - Employee engagement

Skills

- Time Management
- Computer Skill (MS Word, MS Excel, MS PowerPoint)
- Analytical Skills
- Effective communication
- Team building
- Relationship Building
- Problem solving abilities

Projects

- **A STUDY ON EMPLOYEE JOB SATISFACTION**

Completed a project on satisfaction of employees in Captiv techno solution. Conducted comprehensive research on employee job satisfaction, analyzed factors such as work environment, compensation, and career development. This project was conducted to know the job satisfaction level of employees and also to improve their satisfaction level by providing what they need and want and Utilized survey methods to gather quantitative data.

Achievements & Awards

- Achieved highest demonstration-to-sale conversion rate within six months in the team, resulting in a 35% increase in closed deals.
- Rewarded as the "Best Library User"

Interests

- Listening to podcasts (book review, Philosophy)
- Symphony Orchestra
- Photography
- Travel
- Social activities

Languages

- English
- Tamil

Certificate

- Certified Course in MS Office
- English Type writing (First Class)
- Certified Course in Employability Foundation and Intermediate
- Certified Course in Financial Modeling
- Completed Project management Fundamental Course in IBM skills build

Curricular Activities

- Member of Enviro Club
- Young Entrepreneur Development Council Member
- Consumer Rights Association member
- Library Voluntary

Declaration

- The Above furnished details are True to the best of my Knowledge and belief
Place : Chennai
Date :

Kiruthika

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