



YASHASWINI RAGHAVA

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Sharjah, UAE

PERSONAL INFO

 Date of Birth: 5 February 1994

 Nationality: Indian

 Marital Status: Married

 Visa: Residential

EDUCATION

2016 - Master of Commerce, University of Mangalore, Karnataka

2014 - Bachelor of Commerce, University of Mangalore, Karnataka

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Malayalam

SOFTWARE PROFICIENCY

- Microsoft Office: Word, Power Point, Excel
- Tally

COURSES

Diploma in Computer Application (DCA) in AMBIT Computer and Technical Training Institute, Mangalore

SKILLS

- Ability to adopt different working conditions quickly
- Planning and Coordination with teams and consultants

PROFILE

Versatile Administrative Assistant with 4 years of experience in fast paced environments and Experience in Banking process customer service. Seeking a challenging managerial role in a growth oriented organization.

WORK EXPERIENCE

2018-2021 Administrative Assistant at Yenepoya (Deemed to be University), Deralakatte, Mangalore, Karnataka

- PhD Scholars Admission Process
- Making of Circular, Agenda, Budgets and other coursework activities and programs
- Interacted with Teaching Staffs, Research Guides, Deans and External Experts for PhD Coursework activities

2017-2018 Customer Support Officer at Karvy Data Management Services, Mangalore, Karnataka.

- Banking Process – Punjab National Bank
- Handling Customer service-related inbound calls
- Resolving customer complaints regarding all bank queries and fraudulent queries

INTERNSHIP

1 Month internship in Primacy Industries Limited, Baikampady Mangalore, Karnataka

ACADEMIC PROJECT

A Study on “Financial Analysis with special reference to Bhagavathi Co-operative Bank”, Mangalore, Karnataka

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours sincerely

Yashaswini Raghava