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 **CURRICULUM VITAE**

**Suhasini .M. Shiggavi**

Flat No 203, 2nd Floor, Silver bell Apartment,

Near Basava vana, Ganesh Temple,

Rajatgiri, Vidyagiri,

Dharwad-580004

Mobile: 7204432017

E-mail: suhasini.shiggavi@gmail.com

**OBJECTIVE:**

To explore my strengths, Knowledge, and skills and to be prosperous along my organization and to be one of the driving forces in my working environment.

**ACADEMICS:**

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| **Course** | **Institution** | **Board/University** | **Year of Passing** | **Aggregate** |
| MBA | SDMCET Dhavalagiri , Dharwad. | Visveswarayya Technological University. | 2015 |  57% |
| B.Com | CSI college of Commerce Dharwad | Karnataka University, Dharwad | 2012 |  61.89% |
| P U C | Kittel Arts and Commerce PU college Dharwad | Department of Pre- University Education | 2008 |  47.83% |
| S S L C | K.E.Boards Composite Junior College Dharwad | Karnataka Secondary Education Examination Board | 2006 |  57.12% |

**ACHIEVEMENTS:**

* Vishesha Yogyata from Akhila Bharatiya Gandharva Mahavidyalaya Mandala, Mumbai in Singing.
* Passed Ramayana Exam from Bharata Sanskriti Pratishtana in High School.
* Participated “Spoorthi, Re-discover Life” one-day most powerful training programme in Degree.
* Participated in Math’s Talent Examination and secured First class in primary school.

**TECHNICAL EXPERTISE:**

* Windows M.S. Office.
* Tally for Beginners.
* Diploma in Information Technology.

**HOBBIES:**

* Singing
* Reading Kannada Novels.
* Playing Carom.

**ACADEMIC PROJECT:**

* WORKING CAPITAL MANAGEMENT at DHARWAD MILK UNION, DHARWAD

**WORK EXPERIENCE:**

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| **Passport Seva Kendra(TCS)** : Worked as a Citizen Service Executive from 25/01/2016 to 30/05/2017 (1.5 Years)* Pre Verification of Customer applications.
* Processing of Customer online application & Data validation.
* Following up on resolving of customer queries.
* Direct interaction with customers.
* Resolving customer queries directly face to face as well as via e-mail and chat.
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|  **Commercial Tax office** (Govt Of Karnataka) : Worked as a Computer operator from 03/05/2018 to 05/12/2019. (1.8 Years)* Preparing MIS reports and reporting to management.
* Issuing notice to the non-filers
* Resolving on non filers queries

**Gallagher Service Center LLP, Pune** : Worked as a Process Associate from 06/04/2021 to 30/06/2021* Indexing

 **I have 2+ years of experience in tanslation field from Delhi based translation company/agency and**  **working as a freelancer as well.****PERSONAL PROFILE:** |

Name :Suhasini .M. Shiggavi

Date of Birth : 23-10-1990

Father Name : Madhav

Sex : Female

Marital Status : Married

Nationality : Indian

Language Known : Kannada, English, Hindi, Maratḩ̧̧i

**DECLARATION:**

I hereby declare that the above mentioned details are correct and true to the best of my knowledge.

Date: Yours faithfully

Place: (Suhasini .M. Shiggavi)