

KARTHICK.C

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Bangalore.

Career Objective

Seeking opportunity in growth oriented company and to give my best to the company as per their requirement by utilizing my technical, managerial skills and personal competency. To apply my abilities, aptitude and the urge to learn more in a healthy and progressive environment at the work place.

Educational Qualification

⇔ **MBA (HR , FINANCE)**

⇔ **B.com**

Personal Competencies

- Strong leadership and motivational skills.
- Ability to handle pressure.
- Passionate, focused, analytical person.
- Good in communication in written and verbal.
- Keenness to learn new things and work on challenging tasks.
- Capability of adjusting in any working environment
- Good in communication skills.
- Proficient in MS Office

Professional Experience

Organization: PRIONE (Amazon)

Duration: October 2016 - August 2020

Role: Client Account Executive.

- ✓ Creating Business Process with Clients.
- ✓ Work with an ability to produce high quality work facing pressure of time constraints.
- ✓ Perform thorough quality check (QC) on data collected from sellers
- ✓ Seller coordination and follow up ☑ Schedule calls/emails basis SOP to appropriately follow up with the seller to collect the information in a timely manner.
- ✓ Maintain records of day-to-day work by updating tools/trackers to reflect work done.

Organization: 4 SOLUTIONS

Duration: August 2014 ☑ October 2016

Role: Client Account Executive / HR administration

Client: Government of Karnataka (Information Dept, Agriculture Dept)

- ✓ Presenting campaign ideas and budget to the client
- ✓ Weekly meeting with the clients to discuss, identify and understand their advertising requirements
- ✓ Maintaining accurate documentation for internal management
- ✓ Was an integral part of the idea generation team
- ✓ Tracking invoices and ensuring payments on time

- ✓ Handling vendors for printing, release ads and payments etc. on time
- ✓ Developed business ideas & serviced clients in End to End Printing.
- ✓ Played key role in project management.
- ✓ Creating Business Process with Clients.
- ✓ Developed and maintained a computerized database.
- ✓ Track Invoices and payments.
- ✓ Primarily handled Client Servicing and Management.

Project Details

MBA : Micro Finance

Personal Details:

Name: Karthik.C
Fathers Name: M.Chandrasekar
Date of Birth: 29th July 1988.
Sex: Male
Marital Status: Married
Languages known: English, Hindi, Kannada and Telugu.
Interests: Playing Chess, Watching Movies and Listening to music of different genre.

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