

**PUSHPA K M**  
[pushpakm8050@gmail.com](mailto:pushpakm8050@gmail.com)  
+919380697661  
Electronics city phase 2 Bangalore. 560100

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**Career Objective:**

To be apart of an organization, which utilizes my dynamic work sphere to extract my inherent skills and expertise in its process of growth, challenges and changes, while giving me ample opportunity to learn and enrich my competencies, to make meaningful and substantial contribution and attain my career targets in the process.

**Educational Qualification:**

- Bachelor Degree of Commerce in 2022 with **82.02%** from Govt. R C College for Commerce & Management.
- Pre-University Course in 2019 with **72%** from Chintamani Pre-University College.
- SSLC in 2017 with **62.72%** from Govt. High School.

**Work Experience:**

**Process Executive - (1 year)**

- Handling data entry, processing, and validation tasks
- Monitoring and improving workflow efficiency
- Ensuring compliance with company policies and industry standards
- Collaborating with different teams to resolve operational issues
- Preparing reports and maintaining records for process tracking

**Area of Interest & Hobbies:**

- browsing internet
- Travelling, Adventurous activities, Listening music.

**Skills:**

- MS word, excel.
- Basic knowledge of windows
- Internet search & email
- Supported as Team Member and Problem's Solving.

**Extra -curricular activities:**

Participated in all kinds of cultural activities & sports activities

**Achievements:**

Certification in "Kabbaddi"

**Personal details:**

Name: Pushpa KM

Date of birth: 07/05/2002

Marital status: single

Permanent Address: kadirenahalli(v) chithmani(t)  
chikkaballapura(dis) 563159

**Language Known:**

- Kannada,
- English
- Telugu

Place: Bangalore.

Date: