

DEEPIKA KS

Operations & Finance Professional

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PERSONAL BACKGROUND

High caliber Professional with rich experience of providing operational support to the HOD's, to ensure smooth functioning of the entire department Operations. As a custodian of data and records, maintain a systematic filing system to ensure immediate retrieval when required. Design, create and share periodic informative reports to the Management.

During my tenure, I have worked closely with the University and Recruiting/Talent Operations management team, streamlining the structure of overall recruitment process, in addition to this functioning as an adminto various HCM/HRMS tools.

Work experience

Executive - Operations July 2019 – Present

[Alliance University, Bangalore](#)

Key Responsibilities:

- Preparing, maintaining reports and analysis of corporate drives
- Maintaining corporate connects, conducting conclaves, workshops and conferences for University
- Coordination for Online and offline campus placement processes
- Scheduling team meetings and maintaining reports to higher authorities
- Notifications related to campus drive
- Coordination with mentors & guest speakers for Corporate related engagement
- Facilitating for hospitality for recruiters, Industry leads and premier personalities
- Coordinating with other departments for required details
- Negotiation and finalization of new contracts, onboarding analysis and regular follow-ups
- Preparing purchase indent, proforma invoice and quotation for all vendors and supply chain

Business Development Executive

August 2018 - January 2019

[EventsX, Bangalore](#)

Key Responsibilities:

Organized B2B Events, Cultural events, etc. and got golden opportunity to play various roles like client acquisition, Benchmarking, hunting for sponsorship, Team Management, Event coordinator, Execution of events, preparing tax invoices, quotations & other financial related reports

Education

Master of Business Administration VTU, Belagum

2016 - 2018

Scored 7.49 CGPA

Bachelor of Business Administration Mysore University

2013 - 2016

Scored 78.9%

Personal Profile

Name: Deepika KS

Gender: Female

Father Name: Shankaregowda

Nationality: Indian

Date of Birth: 16/04/1996

Languages known: English, Kannada.

Hobbies: Playing games, cooking, long drive

Marital Status: Unmarried

Address: D/O Shankaregowda, Keelara (V&P), Mandya-571450

Competencies & Skills

- Critical Thinker
- Community Engagement Leading
- MS Office
- Outlook 365

MBA Internship and Academic Project

- **Academic Internship** - An organizational study on WELSPUN CORP Limited, Mandya for 4 weeks
- **Academic Project** Completed project work with the topic "A Study on cost benefit analysis at Hiten fasteners private limited, Maddur."

Achievements

- Awarded 'Inspire Award' from Government of Karnataka Ranked first in X standard and XII standard
 - Extra and Co-Curricular State-level Sports player
 - Participated in Cultural programs and competition
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