

DEVASRUTHI K M

(M.COM, B.COM)

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 devasruthi-k-m-4b5146255

Motivated M.Com graduate with strong **organizational and financial skills** seeking to launch career as Office Executive. Brings academic knowledge of **business operations, proven multitasking abilities, and keen attention to detail**. Eager to contribute strong communication skills and technical proficiency to support office administration.

EDUCATION

Pondicherry University <i>M.Com Business Finance</i>	2021 - 2023
N S S College, Calicut University <i>B.Com Finance</i>	2017 - 2020

EXPERIENCE

- **Jr. Proofreader** Oct 2023 – Feb 2025
Kalyan Jewellers, Bangalore, Karnataka
 - Developed strong attention to detail through precise editing of business documents
 - Managed document workflows and version control for company communications
 - Collaborated across departments to ensure timely completion of projects
 - Maintained organized digital filing systems for easy document retrieval
- **Accountant** Nov 2020 - Dec 2021
Bright Line Tools and Hardwares, Manjeri, Kerala
 - Maintained systematic financial records and documentation systems
 - Developed efficient processes for tracking invoices and payments
 - Served as liaison between vendors, customers, and management
 - Handled sensitive financial information with discretion

SKILLS

Technical Skills - MS Office, SPSS, R Language, PowerPoint, Tally ERP, General Accounting, MS Word Advance MS Excel, V Lookup, H Lookup, Pivot Table, Cash Management, MS PowerPoint, Data Entry

Soft Skills - Communication, Empathy, Decision Making, Problem Solving, Relationship Building Team Work, Leadership, Adaptable, Accountability, Quick Learning

Transferable Skills - Time Management, Customer Relations, Interpersonal Dealing, Project Management, Multi- Tasking, Critical Thinking

Office Management Skills - Administrative coordination, Document Management, Calender Management Office Equipment Maintenance, Meeting Minutes Taking, Vendor Management

EXTRA CURRICULAR & CERTIFICATIONS

Deloitte Australia Data Analytics Job Simulation on Forage - April 2025

- Completed a Deloitte job simulation involving data analysis and forensic technology
- Created a data dashboard using Tableau
- Used Excel to classify data and draw business conclusions

PROJECTS

- Entrepreneurial Intention and Attitude of College Students Towards Entrepreneurship
- Organizational Commitment and Job Satisfaction Among Bank Employees

WORKSHOPS

- Successfully completed TCS-iON Career Edge – Young Professional
- Participated in a 7-day program on Research and Article Publishing by P P Savani University
- Successfully completed ‘Digital Marketing’ course under Unschool Academy
- Completed courses required for BMC certification – ‘Bloomberg’

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam