

MANGALA GOWRI RAJAGOPAL

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Sarjapura, Bangalore

WHO AM I

A values-driven human being, Over 5 years of past Experience	Currently, teaching Kannada for Primary School Kids (private tuition)	Experience working in admin department / back office / support systems .	B.Com, MBA graduate with typing skills and expertise in multiple languages (Kannada, Tamil, English, Hindi)
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Admin Skills

- Experience in back end Office Work like Admin, Support.
- Experience working in Statistical Analysis Software, Tally, MS Office, Solomon Software (online order processing system) etc.,

Teaching Skills

- Teaching Kannada language to primary school kids.
- Taught Computer Typing skills

Interpersonal Skills

- Ability to communicate in multiple languages. Proficiency in Kannada, Tamil, English. Beginners level in Hindi, Telugu, Sanskrit.

Educational Qualifications

Education	University	Year	%Marks
MBA Finance	Rai International University, Bangalore	2008	70
B COM	C B Bhandari Jain College, Bangalore	2005	52
PUC	C B Bhandari Jain College, Bangalore	2002	56

Work Experience (In Reverse Chronological Order)

1. Kannada Tuition Teacher – Primary School Classes (2023 – till date)

Teaching Kannada for primary school students since 2023 onwards. Around seven students from various background / classes (Grades 1 – 5) were taught last academic year 2023-24.

2. Service Coordinator / Back Office Executive (Apr 2008 – Sep 2010)

Company	STI Infotech Private Limited (HP Partner), Bangalore
Designation	Service Support Representative
Tenure	Apr 2008 – Sep 2010
Roles / Responsibilities	• Preparation of monthly installation report for HP and IBM. • Downloading HP service calls from the HP CSN. • Assigning calls to relevant engineers. • Attending customer calls for HP & IBM. • Sales Turn over statement to the directors every month • Handling all programs – HP/IBM & following up for the backends. • Statements to sales persons & the Directors. • Maintaining consolidated statement under MS Excel. • Updation of e-points claimed & backup for consolidated statement. • Preparation of pending orders statement

3. Back Office Executive (May 2006 – Feb 2008)

Company	Digital Juice Animations Private Limited, Bangalore
Designation	Back Office Executive
Tenure	May 2006 – Feb 2008
Roles / Responsibilities	• Managing online orders of global customers by processing from online shop cart system and entering into Solomon system then processing respective customers credit card & confirming shipment. • Analyzing daily pending orders report and creating inventory codes, Mapping tax ID & tax-exempt ID of customers under Solomon systems. • Analyzing customers account and rectifying errors & mapping proper customers details like new customers tax id, tax exempt id, shipping address etc., into Solomon. • Preparing excel file for duplicate customers by merging various excel file from Solomon database. • Working on daily work orders with respect of receipts & payments

4. Executive Assistant (Nov 2005 – Apr 2006)

Company	Supersonic PC Typing Institute, Bangalore
Designation	Executive Assistant / PC Typing Faculty
Tenure	Nov 2005 – Apr 2006
Roles / Responsibilities	• Faculty for PC Typing. • Few Admin Tasks.

PERSONAL DETAILS

Date of Birth	09-September-1983
Nationality	INDIAN
Married	Yes
Husband's Name	Madhusudhan R
Languages Known	Kannada, Tamil, English, Hindi, Telugu (beginner)
Interests	Yoga, Cooking, Crafts, Tailoring, Gardening.
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STRENGTHS

Teaching, Adaptability, Fast learning, Teamwork, Effective communication, Initiative and commitment to achieve.

DECLARATION

I would like to declare that I took a break in my career from 2010-2023 for family reasons. Now I am all energized and eager to re-initiate my career prospects in either teaching profession (Kannada) or suitable administration/management roles.

*Sincerely,
Mangala Gowri Rajagopal.*