

# Akshata Bilagi

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## Summary

A qualified Management Professional (Batch 2010, KUD) with over Eight years of experience in training, Administrative duties, Time Management and Problem solving skills. Highly organized with the ability to manage multiple assignments and consistently meet deadlines.

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## Skills

- Strong analytical thinking and problem solving skills.
- Confident performing research on a regular basis.
- Excellent team worker with solid leadership and management skills.
- Dedication to learning and continuous professional development
- Strong communication and interpersonal skills.
- Ability to produce desirable results with minimal or zero supervision.
- Proficiency in various applications such as MS Word, Excel, Presentation and other related applications.
- Ability in clarifying the doubts

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## Professional Experience

### **K. H. PATIL COLLEGE OF B.COM & M.COM |Dec 2021-PRESENT**

- Taught Marketing Management, Strategic Management, Corporate Governance and Stock Market Operations.
- Serving as coordinator for exams

### **INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH (MBA) |Sep 2018-Jan 2020**

#### **Role: Assistant Professor**

- Taught various Subjects like Marketing Management, Retail Management, Sales Management, Few HR and General Management Subjects.
- Coordinated different activities of Department work.
- I was coordinator for OPTRA Student Performance Tracking Solution.
- I was coordinator for SIP Students Project.
- I have Experience in Conducting Different Exams for Students and co-ordinate the same.
- I have received Appreciation Certificate from Institute for Outstanding Performance and Excellence in work during 2018-2019.

### **Raju Hiremath and Crew |May'2016- August'2018**

#### **Role: Manager**

- Provided support to different clients for the daily issues.
- Ensured staffing requirements were met for each project
- Dealt accounts related activities.
- Trained the new joiners by giving functional knowledge related to the project.
- Allocated tasks and assignments to subordinates and monitor their performance.

### **Celtic |Janury'2016-March'2016**

#### **Role: Financial analyst Executive**

- Researching macroeconomic and microeconomic conditions.
- Preparing accounting and other required reports and projections based on the analysis performed.

## **INSTITUTE OF EXCELLENCE IN MANAGEMENT SCIENCE (MBA) |Oct'2010-Feb' 2015**

### **Role: Lecturer**

- Taught various finance, marketing and general management subjects
  - Carried out computer practical and annual exams.
  - Good knowledge of computer basics.
  - Assisted for college placement activities.
  - Experienced in guiding students for their academic projects.
  - Created monthly reports and presentations.
  - Good knowledge of statistical tools.
  - Experience in administrative work.
  - Good team worker.
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### **Education**

<b>Degree</b>	<b>Institute</b>	<b>%</b>	<b>Year</b>
MBA	KLE's Institute of Management Research and Studies, Hubli.	70%	2010
BCA	Dr.K.S. Sharma College of Computer Applications, Hubli.	73.24%	2008

### **Certification**

- NISM-Series-XV: Research Analyst Certification Examination.
  - NISM-Series-VII: Securities Operations and Risk Management Certification Examination.
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### **Activities**

- Conducted and Coordinated College Event Activities.
  - Attended Many Seminar and Workshops, Webinars of Management related Subjects.
  - The High Performance Entrepreneurship-Book Review in IEMS Journal of Management Research.
  - Presented Paper on One Day National Level Conference on FEB 2020
  - Counseled Students in Personal, Academic Areas.
  - Involved in college related Admission and Promotion activities.
  - Participated In Interclass Management Events.
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### **Personal Information**

**Name:** Akshata Bilagi

**Gender:** Female

**Date of Birth:** 23/08/1986

**Language Known:** English, Hindi, Kannada