

# KANNIKA D S

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## EDUCATION DETAILS

EDUCATION TYPE	YEAR OF PASSING	NAME OF THE INSTITUTION	PERCENTAGE SCORE
B.COM(INDUSTRY INTEGRATED)	2023-26	Mount Carmel College, Bengaluru	86%
PUC (Class XII)	2023	Vidya Mandir Ind. PU College, Bengaluru	96%
SSLC (Class X)	2021	Mother Teresa High School, Bengaluru	98%

## INTERNSHIP EXPERIENCE

**Intern, Poojari & Associates, Bengaluru**

May, 2025

A Chartered Accountancy firm offering services in accounting and taxation.

- Performed Tally ERP entries and assisted with uploading documents on the GST portal.
- Reduced workload for full-time staff and ensured timely data input for tax filing processes.
- Received appreciation from the team for accuracy and quick learning during the internship period.

**Intern, The Mysore Electrical Industries Limited, Bengaluru**

May-June, 2024

A leading government manufacturer of electrical switchgear and other industrial equipment.

- Gained practical exposure to the functioning of an industrial and corporate environment.
- Observed internal control procedures and compliance activities.
- Learned about the company's manufacturing operations and cost management systems.
- Understood coordination between finance, production and administrative departments.

## ACADEMIC ACHIEVEMENTS AND AWARDS

- Awarded the **Mount Mary Scholarship** by Mount Carmel College for academic excellence in the first two years of undergraduate studies.
- Awarded the **Certificate of Merit** for academic excellence in PUC by Vidya Mandir Ind. PU College.

## POSITIONS OF RESPONSIBILITY

**School Prefect, Mother Teresa High School**

- Maintained discipline and ensured adherence to school rules during assemblies and events.
- Contributed to creating a positive and organised school atmosphere.

**Class Representative, Mother Teresa High School**

- Facilitated communication between teachers and students.
- Initiated and coordinated events including exhibitions, annual day functions, enhancing overall student participation.

**Team Leader, Kho-kho Sport, Mother Teresa High School**

- Led the sports team for the Rohini House and coordinated practice sessions.

## **EXTRA -CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

- Member of **Kannada Sangha & Math Association Design Team**, Mount Carmel College – Contributed to digital content pieces of various cultural fests & activities.
- Awarded the **Best Outgoing Student** by Vidya Mandir Ind. PU College, 2023 for overall contribution in academics and co-curricular activities.
- Won various **individual & team sports awards** during school for excellence.

## **CERTIFICATIONS**

- **Advance Excel Course**- Microsoft Certification

## **CORE SKILLS**

- Proficient in MS Office tools such as MS Word, Excel, PowerPoint.
- Proficient in Tally ERP & GST Portals.
- Project Management.
- Basic Marketing & Brand Strategy Skills.
- Presentation Skills.

## **SOFT SKILLS**

- High Attention to Detail.
- Adaptability.
- Strong Verbal & Written Communication.
- Teamwork & Collaboration.
- Quick Learner.
- Time Management.
- Logical Decision-making.