

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**, BengaluruMay, 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**, BengaluruMay-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

1. **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.
2. **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.

### **3. 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, Outlook.
- Proficient in Tally ERP & GST Portals.
- Project Management.
- Presentation Skills.
- Basic Data Analysis.

### **SOFT SKILLS**

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