



DARSHAN K

FRESHER

PROFILE

BCom graduate with a strong foundation in commerce and administration. Currently working as a receptionist at Hotel Matura Central, Shivamogga, gaining valuable experience in customer service, communication, and office management. Known for being organized, adaptable, and eager to learn. Seeking an opportunity to grow in the finance or administrative field.

CONTACT

PHONE:

7619614907

EMAIL:

darshankuppar9223@gmail.com

LANGUAGES

- kannada (Native)
- English
- Hindi

PROJECT

A Study of Audit firm with special reference to Ram Dev Associates.

EDUCATION

SSLC (10TH Standard)

National High School Kumsi, Shimoga Karnataka State Board.

Year of passing : 2019 | Percentage : 80.32%

PUC, Commerce

Govt. Independent Pu College, Kumsi Shimoga, Karnataka State Board.

Year of passing : 2021 | Percentage : 76.83%

Bachelor Of Commerce (B.com)

Shri Basaveshwara First Grade College, Shimoga, Kuvempu university Shankaragatta.

Year of passing : 2024 | Percentage : 64.14%

WORK EXPERIENCE

RECEPTIONIST

HOTEL MATHURA CENTRAL SHIMOGA. Nov 2021 – Present

- Managed front-desk operations, scheduled appointments and handled visitors enquiries.
- Maintained accurate records and supported daily administrative tasks.
- Demonstrated strong communication, multi tasking and customer service skills.

SKILLS

- Proficient in MS Office (Word,Excel,PowerPoint)
- Strong communication and interpersonal skills
- Office Administration and Front Desk Management
- Diploma in Computer application