

**Chandana R**

KR puram, Bengaluru-560016

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**CARRER OBJECTIVE**

A self-motivated and result oriented MBA graduate with good knowledge in financial accounting and taxation looking for an challenging career in a reputed organization where I could enhance my knowledge and experience on legal aspects while working with experienced person and which can further become beneficial to the organization.

**WORK EXPERIENCE**

Worked as HR intern at konigtronics pvt limited in Bangalore city.

**CORE COMPETENCIES**

- Good knowledge in end-to-end account payable.
- Basic knowledge in taxation, accounting, and GST.
- Ability to handle banking and statutory related matters.
- Knowledge of read and understand balance sheets.
- Intermediate level knowledge of Microsoft office package tools i.e., Outlook, Excel, Word, PowerPoint.
- Basic Knowledge in Tally ERP 9.
- Excellent interpersonal and communications skills, including the ability to establish and maintain effective working relationships with others.

**FINANCE AND ACCOUNTING SKILLS**

- Financial modelling
- Managerial accounting
- Asset management
- Quantitative analysis
- Financial market forecasting

**KEY SKILLS**

- Ability to perform specific tasks in a timely and professional manner.
- Positive attitude and comfort in an environment subject to change as the business evolves
- Quickly learn new systems and technology. Knowledge and/or expertise in related area of responsibility. Possesses basic clerical and data entry skills.
- Skilled in rapidly establishing a good working relationship with other professionals.
- Excellent concentration and attention to detail with outstanding work efficiency and accuracy.
- Ability to be flexible, versatile and adaptable in day-to-day activities conducted in a multi-site environment.
- Excellent knowledge using computer applications.
- Good knowledge in drafting and communicating over mail to be clearer and more specific.
- Excellent interpersonal and communications skills, including the ability to establish and maintain effective working relationships with others.

## **CERTIFIED COURSES**

Knowledge of stock market, Certified by street gains, Bangalore.  
Basic Knowledge of MS excel and MS office.

## **PROJECTS UNDERTAKEN**

- Study on direct reach from farmers to customers (2022)
- Training and development imperatives for career succession planning and development at konigtronics pvt limited in Bangalore city (2022)

## **ACADEMIC DETAILS**

COURSE	SCHOOL/COLLEGE	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA	CANARA BANK SCHOOL OF MANAGEMENT STUDIES	BENGALURU CITY UNIVERSITY	2022	7.25 cgpa
B.COM	SMT.DANNAMMA CHANNABASAVAIHA COLLEGE	BANGLORE UNIVERSITY	2020	78%
PUC	BCPUC COLLEGE	STATE BOARD	2017	86%
SSLC	BCPUC COLLEGE	STATE BOARD	2015	84%

## **PERSONNEL DETAILS**

**FATHER NAME:** L Ramachandra

**DOB:** 25/03/1999

**LANGUAGE KNOWN:** English, Kannada, Telugu, Hindi, Tamil.

**NATIONALITY:** Indian

**ADDRESS:** #49, 6<sup>TH</sup> CROSS Vivekananda Street, Andhra colony, dooravani nagar, Bangalore 560016

**DECLARATION:** I hereby declare that the above Information is true to the best of my knowledge.

Date:

Place:

Yours sincerely,  
Chandana .R