

## SWETA BISWAKARMA

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### Objective:

Being a keen learner and have flair of acquiring knowledge. I seek a career in an environment where I can deliver my best and contribute to company's growth and enjoy a position with challenge and responsibility.

### Summary of Skills:

- ✓ Quick learner and can start with minimum assistance.
- ✓ Ability to perform tasks cooperatively in a team environment as well as independently.
- ✓ Thorough knowledge of Accounting.
- ✓ Strong analytical, problem solving, organizational ability.
- ✓ Exceptional versatility and adaptability.
- ✓ Ability to deliver under pressure independently.

### Educational Qualification:

Academics	Institute	Year of Passing	Percentage
B. Com (Accounts)	Maharani Women's Arts, Commerce & Management College	2020	71.68%
PUC (HEBA)	BBMP Junior College for Girls	2017	84.83%
SSL (10 <sup>th</sup> )	Sathya bhama gopal English High School	2015	67.84%

### Technical Skills:

- ✓ **Computer Proficiency:** Good in Windows operating systems and MS Office (MS Word, Excel, Power Point); Internet and its applications.
- ✓ **Accounting on Tally. ERP 9.**

### Achievements/Extra-Curricular Activities:

- ✓ Participated in Inter Collage Competition held for different activities like Debates, Singing, Dancing etc. Bagged 1<sup>st</sup> & 2<sup>nd</sup> Prize in Pick & Speak and Singing respectively.
- ✓ Won Quiz Competition held by Indian Youth Congress at Freedom Park, Bangalore.
- ✓ Participated Drawing Competition held by Lion Clubs International in the COVID-19 Crisis.
- ✓ Won Prize in Inter Collage Fest for Sketching and Singing.

**Personal Information:**

- ✓ Date of Birth : 20<sup>th</sup> November 1998
- ✓ Marital Status : Single
- ✓ Hobbies : Singing, Dancing, Sketching.
- ✓ Language Know : English, Hindi, Kannada, Tamil, Nepali.

**Declaration:**

I hereby solemnly affirm that all the information furnished by me is true to the best of my knowledge and belief.

Date:

Place: Bangalore

( Sweta Biswakarma )