# Curriculum Vitae

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| **Contact: RAGHAVA G K**    **E-Mail ID:** [**raghavagk46@gmail.com**](mailto:raghavagk46@gmail.com) **#324, 9th cross , 7th main**  **Mobile no:9164204142 4th stage , T K Layout**  **7975159255 Mysore –570023** |

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| **Career Objective** |

To be associated with an esteemed organization through which I can apply my interpersonal skills and achieve company’s objectives, to become a successful professional in the field finance.

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| **Academic Profile** |

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| Bcom- University of Mysore in the year 2009 | | | |
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| Computer Proficiency |

* MS-Office
* MS-Excel
* Tally ERP 9
* Internet
* Typing

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| Work Experience |

* Worked in Vodafone Pvt Ltd as a MIS from May 2010 to April 2011
* Worked in Auditor firms as an audit assistant from September 2013 May 2018
* Present Working in Mysore steel ltd (Formerly Shimoga Steels Ltd) as an Accountant from June 2018 to till date

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| Work Experience |

* Accounts Receivables & Payables
* Imports & Exports
* Preparation of Bank Reconciliation Statement (BRS)
* Preparation of cash flow Statement
* Preparation of MIS Report
* Preparation of Debit and Credit note
* VAT Computation & E-filling
* TDS e-filling
* ESIC Calculation & e-filling
* Preparation of Profit & Loss Accounts
* Preparation of Invoices
* Purchases & Sales Maintenance
* Maintenance of Daily Production Details
* Maintenance of Raw material Consumption details
* Preparation of Purchase order.
* Handling in petty Cash and Banking operations
* Payroll, PF, PT & Other Statutory returns
* Maintenance of all day to day transactions in tally accounting software ERP 9

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| Skills and Strengths |

* Self-Motivating and good analytical skill.
* Problem Solving.
* Good Computer and communication skills.
* Dynamic, Optimistic, Hardworking and Adaptive.

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| Languages Known |

* **English :** Good **written** and **oral** skills.
* **Kannada**: Good **written** and **oral** skills

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| **Personal Information** |

Name : Raghava G k

Father’s Name : Krishne gowda

Mother’s Name : Vinodamma

Date of Birth : 03/04/1989

Sex : Male

Marital Status : S ingle

Nationality : Indian

Hobbies : Playing volley ball, cricket and Reading books

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| **Declaration** |

I hereby declare that all the details furnished above are true to the best of my knowledge.

**Place: Mysore yours faithfully**

**Date:**

**(RAGHAVA G K)**