**Your Name Here**

[thecoasterline@gmail.com](mailto:thecoasterline@gmail.com)

Mobile No.: +911234567890

**Career Objective**

To secure a challenging position in this organization, where I can apply my skills and experience and be part of a dynamic team that helps achieve the organization’s success. To be an expert in my field and be a positive influence, so as to have a very successful and distinguished Career.

**Professional Profile**

* Preparation and finalization accounts of various clients like Partnership Firms, Proprietorship Concerns, Trusts.
* Preparation of statutory audit report, internal audit report and tax audit reports including 3CD, 3CB, 3CA and other statements and annexure’s as part thereof.
* Preparation of Returns and filing of Income tax returns and TDS Returns of Individuals, Firms.
* Statutory, Concurrent and Income Audit in Various Banks like …… , …….. and ……….. etc.
* Statutory audits of nonprofit making organization like Colleges, Schools and NGOs.

Work Experience

* As an Audit Assistant under Chartered Accountants in **“Coasterline”, Bangalore** from November 2013 till date**.**

**Academic Qualification**

* Pursuing M.Com from State Open University, Mysore.
* Bachelor of Business Management from First grade College, Belgaum – Hastina University, with 66%.

**Computer Proficiency**

* **Software skills :** MS Office, Tally , Basics of C Language
* **Operating System :** Windows.

**Personal Details**

Date of Birth : 15th October 1989

Fathers’ Name : Your Name...

Marital status : Single

Nationality : Indian

Languages Known : Kannada, English and Hindi

Permanent address : Your Adderss Here...

I hereby declare that the above furnished information is true to the best of my knowledge and if given an opportunity, I promise to give the best of my abilities to the organization.

**Date:**

**Place:** Bangalore ***YOUR NAME HERE***