

# **RESUME**

**Anitha D Gokhale**

**D/o Dinesh Bhat Gokhale**

**Kathriguppe,**

**Bangalore - 85**

**MOB No: 9019227206**

**Gmail : anithadgokhale20@gmail.com**

## **OBJECTIVE:**

*To Write in a dynamic environment that gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction & recognition.*

## **EDUCATIONAL QUALIFICATION:**

<b><i>Qualification</i></b>	<b><i>Board/University</i></b>	<b><i>Institution</i></b>	<b><i>Period of Study</i></b>	<b><i>Percentage</i></b>
<b><i>M.com</i></b>	<b><i>Mangalore University</i></b>	<b><i>Dr. G. Shankar Govt. Women's first Grade College, Ajjarkadu, Udupi</i></b>	<b><i>2020</i></b>	<b><i>70%</i></b>
<b><i>B.com</i></b>	<b><i>Mangalore University</i></b>	<b><i>Dr. G. Shankar Govt. Women's first Grade College, Ajjarkadu, Udupi.</i></b>	<b><i>2018</i></b>	<b><i>67%</i></b>
<b><i>PUC</i></b>	<b><i>Department Of Pre University Education</i></b>	<b><i>Shri Gurudeva Pre-University College Belthangady</i></b>	<b><i>2015</i></b>	<b><i>49%</i></b>
<b><i>SSLC</i></b>	<b><i>KSEEB</i></b>	<b><i>Govt Junior College Belthangady</i></b>	<b><i>2013</i></b>	<b><i>69%</i></b>

## **PROFESSIONAL EXPERIENCE ;**

Bharatheesha & Associates, characted Accountants, Udupi  
*Audit Assistant from Aug 2021 to Nov 2022.*

- \* *Working knowledge of financial packages like tally ERP9, tally Prime.*
- \* *Working knowledge of winmam software*
- \* *Working knowledge of computers in My - office, Ms- excel, Ms- power point presentation*
- \* *Income tax return e-verifying*
- \* *Worked on busy software*
- \* *Expense vouching*
- \* *Evaluate balance sheet, income & expenditure account & Schedules.*
- \* *1 and half years experience as an account assistant.*

## **COMPUTER SKILLS;**

- *Proficient in Business application software viz. Ms-Word , Ms-Excel , Ms- Power Point.*
- *Working knowledge of financial package like Tally ERP 9 , Tally Prime.*
- *Working Knowledge of winman software.*
- *Certificate in Computer teacher training course (C.T.T.C)*

## **ACHIEVEMENTS;**

- *Completed “Certificate course on GST” Conducted by udupi chamber of commerce & Industry.*
- *Participated in “Product promotion Competition” organized by ‘Power’ (women Entrepreneurs Regd.) & secured 2<sup>nd</sup> Prize.*
- *Participated in Research article Publication held in our College.*

## **LANGUAGES;**

➤ *English, Hindi, Kannada, Tulu & Marathi*

## **STRENGTH:**

- *Innovative, Proactive & Assertive ,Positive Attitude*
- *Ability to work under Pressure.*

## **PERSONAL INFORMATION**

*Date of Birth : 04/05/1992*

*Gender : Female*

*Marital Status : Married*

## **DECLARATION**

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

***Place : Udupi***

***Date : 17/06/2023***

***Signature***

***( Anitha )***