

Roja R
Mobile: +91- 8550074186
E-Mail: rojaroddanavar@gmail.com

CAREER OBJECTIVE

To be associated with a growing and progressing organization so as to enhance my knowledge and Sharpen My skills as well as to help the Organization to achieve greater heights.

EDUCATION

COURSE	INSTITUTE	YEAR OF PASSING	CGPA / %
MBA (Fin & HR)	Cambridge institute of Technology, Bangalore	2020	65%
B Com	Duddupudi Women's College Sindhanur	2018	78%
PUC (Com)	Duddupudi Women's College Sindhanur	2015	83%
SSLC	Sri Krishna Devaraya High School Sindhanur	2013	70%

EXPERIENCE

- **AXIS BANK LTD** **1-04-2021 to 2-8-2022**
 - Role: Branch Relationship Officer
 - ✓ Branch operations and Audit compliance
 - ✓ Customer service to walk in customers
 - ✓ Handling cash counter
 - ✓ Verification of cash receipts, cash payments
 - ✓ Front desk / Attending customer queries / Account opening
 - ✓ Handling sales work & operations work

- **RAVI AGENCIES** **15-12-2022 to present**
 - ✓ Used tally accounting software to perform bookkeeping ,invoice raising & PO
 - ✓ Entry of purchase and sales bills
 - ✓ GST reconciliation
 - ✓ E way bill generation
 - ✓ Maintaining the financial records by posting daily journal entries

CERTIFICATIONS

- Certified as NSS volunteer.
- Participated in "14th inter colligate women's youth festival " and got certified.
- Participated in exhibition" vyavahara Tantra a Pictorial View of Business Strategies "and got certified.

PROJECTS

- Internship on Organizational study at "Dhanuka Agro Fertilizer Ltd "for duration of 4 weeks in the month of July 2019.
- Final project completed in "Aditya Birla Sun Life AMC "for duration of 6 weeks in the month of January 2020.

"An empirical study on investment pattern of investors in mutual fund with reference to ABSL AMC"

TECHNICAL SKILLS

- MS word & MS power point
- MS Excel & Internet explorer
- Tally Prime

SOFT SKILLS

- Team work
- Time management
- Positive thinking
- Communication skills

PERSONAL DETAILS

Date of Birth : 10/08/1997

Marital status : Single

Nationality : Indian

Languages known : English, Kannada, Telugu, Hindi

Permanent Address: Near post office, Gorebal, (Tq) Sindhanur, (Dist.) Raichur
Sindhanur -584128

Temporary Address: 9th main, west chord road, beside udupi vaibhav hotel, Shivanagar, Rajajinagar
Bangalore - 560010

DECLARATION

I hereby declare that the above furnished information is true and correct to best of my Knowledge.

DATE:

SIGNATURE