

* Co –ordinator under CSRM
* Processing the account applications
* Maintaining the records

**Income – tax office :**

Worked as & Responsibility :

* Assistant for ITO (HQ)
* Maintaining Commissioner personal files
* Cross - checking the report of ITO’s
* Preparing the letters as per the ITO (HQ) and Commissioner instructions

**Cegonsoft Pvt Ltd:**

Worked as & Responsibility :

* Sourcing and Screening the profiles through different Job portals
* Scheduling Interview

(Conducting first level interview ( Telephonic) to check communication skills , Interest level )

* Conducting preliminary interviews with the candidates and processing the shortlisted candidates for the next level of interview
* Co- ordinating , Scheduling and Follow – up interview from the first level to the final level of interview.

**Personal Details :**



**Name**  : Sanjana B.S

**Father Name** : Srinivas G

**Date of Birth**  : 8th July 1986

**Sex**  : Female

**Marital status** : Single

**Languages** : English , Kannada , Hindi

**Hobbies**  : Listening to Music

**Address** : # 190 Gayathri temple road , Yeshwanthpur , Bangalore – 5600022



**DECLARATION :**

**I , Here by declare that the above mentioned details are correct to my knowledge.**

**Place : Bangalore**

**Date : ( Sanjana B.S)**