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| CURRICULAR VITEA |

**PAVITHRA.K.R**

#72/4,1ST Main Road,

Near Govt Hospital

Hegganahalli,

Bangalore

Mob:-8749088944

E-mail:pavi.pavu27@gmail.com

**Objective:**

To secure a suitable position in an organization which enables me to utilize all my knowledge and skills to their optimum.

**Educational Qualification:**

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| Standard / Degree | Institution Studied | Year of  Passing | Marks Secured |
| M.COM | Soundarya Institute of Management & Science | 2016-18 | 74.00% |
| B Com | Bangalore University, Nisarga Degree Evening College. | 2013-16 | 60.00% |
| PUC | Govt. Girls College, Malleshwaram | 2011-12 | 50.00% |
| S S L C | K T G High School Bangalore | 2008-2009 | 57.00% |

**Additional Qualification:**

• DCA: Diploma in Computer Application.

• DCFA: Diploma in computerized Financial Accounting (Tally 7.2&Tally ERP9).

• FACP: Financial Analyst Certification Programme

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| |  | | --- | | **Internship / Project:** | | Organization : Freelance  Duration : 2 months  Title : “**A Study on Capital Structure and its Impact on Profit with Respect to Indian Steel Industry”** | |
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| |  | | --- | | **Software/Computer Proficiency:** | | * Databases: DBMS, ORACLE * Operating system: windows 7,8,10. * Computer Basics (MS word, MS Excel, power point). | |
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| |  | | --- | |  | |  | | **Papers Presented in National Level conference:** | | * “**A Study on Trends and Issues of Employee Turn-Over in Educational Sector**” in Indo Asian Academy Degree College, Bangalore. * “**E- Recruitment – Recent Trends**” in Sai vidya Institute of Technology, Bangalore. * “**A Study on Startup India**” A new model for new Entrepreneurs in AL-Amen Arts, Science and Commerce College, Bangalore. * **“A Study on E-HR** & Its Benefits to Human Resource Management in SIMS, Bangalore. | | **Workshops /Seminars:** | | * One day workshop on “**Understanding Indirect Taxes Including Goods And Services Tax and its Implications**” in M.S. Ramaiah Institute of Technology, Bangalore. * Workshop on “**Entrepreneurial Development**” in ST.Claret College, Bangalore. * One day National Level Seminar on “**GST and its Implications**” in Soundarya Institute of Management and science. | |

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| **Interests / Hobbies** |
| * Singing, Listening Music, Watering Plants, Drawing, Teaching, Dancing. |

**Experience:**

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| **Company :** | TEXEL INNOVATION |
| **Designation :** | JUNIOR ACCOUNTANT |
| **Duration :** | 1/4/10 to 10/03/2012 |

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| **Company :** | PATEL TRADING CORPORATION |
| **Designation :** | ACCOUNTANT |
| **Duration :** | 30/03/2012 to 1/4/2017 |

**Handling Skills:**

• Recording the day to day Transaction of the company.

• Maintenance of all data relating to bank & cash book.

• Maintenance of sales & Purchase Records.

• Preparing of Tax Invoice, Delivery Challan.

• Passing of Journal Entries.

• Reconciliation of Bank Accounts with Bank statements.

• Providing outstanding to my Senior Accountant.

• Filling Concerned records in respective fields.

• Attending to clients Enquiries.

• Keeping Track of Accounting Payables & Receivables, Petty Cash Handling.

• Monthly Vat returns.

• Attending to Monthly Auditing.

• Maintenance of Inventory Records.

• Professional Tax, CST, TDS.

**Personal Profile:-**

## Father Name : Raju.K.S.

## Date of Birth : 27.08.1994

Nationality : Indian.

Religion : Hindu.

Marital Status : Unmarried.

Languages Known : Kannada & English.

**Declaration:**

I hereby declare that the above mentioned information’s are true and correct to the best of my knowledge.

Place : Bangalore

Date: (PAVITHRA K R)