



# Sushmitha. S

**BCOM Graduate: Versatile - Analytical - Resourceful**

## Contact

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Email

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D.O.B - 19.05.1995

Location

Mangalore, India.

## Education

BCOM - 2013-2016

Canara College kodialbail,  
Mangalore

Affiliated to Mangalore  
university 70.61%

2nd PUC - 2011-2013

Canara Pre-University  
College, Mangalore.

Department Of Pre University  
Education 70.17%

2010-2011

Kittel Memorial High School,  
Mangalore. SSLC Karnataka  
Secondary Education  
Examination Board 76.96%

## Languages known

English, Hindi, Kannada & Tulu

## Profile

Seeking a dynamic role in an organization where I can contribute to its growth and profitability with my skills. Eager to gain exposure and expertise that will pave the way for a promising and successful career. Committed to delivering results and adding value to the organization. Ready to embark on a journey of professional growth and development.

## Experience

● NCC Office (19 Dec 22- till date)

**Job role:** SDA - Second Devision Assistant

● Surabhi Agencies (18 July 19 - 15 Dec 22)

**Job role:** Assistant Accountant

## Technical Skills

- ☐ Proficient in Microsoft Windows operating systems, including XP, Vista, 7, and 8.
- ☐ Skilled in Microsoft Office tools: Word, Excel, Access, PowerPoint, and Outlook.
- ☐ Utilize these software platforms for document creation, data analysis, presentation development, and email management.
- ☐ Stay updated with the latest features and functionalities of Microsoft Office.
- ☐ Proficient in GST (Goods and Services Tax) compliance and regulations.
- ☐ Experienced in using Tally, a popular accounting software, for financial record-keeping and reporting.

## Roles & Responsibilities

### Billing Assistant Accountant:

- Handle company software billing processes, ensuring accuracy and efficiency in invoicing.
- Maintain petty cash book, recording all expenses and ensuring proper documentation.
- Assist in the preparation and filing of GST (Goods and Services Tax) uploads, ensuring compliance with regulatory requirements.
- Utilize Tally software for billing and accounting tasks, maintaining organized financial records.
- Collaborate with the accounting team to reconcile billing discrepancies and resolve issues.
- Provide administrative support as needed, including data entry and document management.
- Monitored cadets' proficiency in MS Word and Excel data management.

### Secondary Devision Assistant:

Oversaw enrollment for cadets seeking A, B, and C certificates, and utilized Excel for administrative tasks and data management. Drafting letters for various tasks involves crafting clear and professional correspondence tailored to specific purposes. Whether it's composing formal communications, requesting information, expressing gratitude, or addressing concerns, effective letter drafting requires attention to detail and adherence to proper formatting and tone. Additionally, considering the audience and desired outcome is crucial for achieving the intended impact of the letter.

## Other Skills

- ☐ Represented Canara College from 2011 to 2016.
- ☐ Active participant in college sports events.
- ☐ Engaged in various cultural events.
- ☐ Contributed as a member of the College Club.
- ☐ Developed teamwork and leadership skills through these experiences.

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