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Tejeswini B

Objective

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge

Technical Skills/Tools

1. Microsoft Office, PowerPoint, Google Docs.
2. Tally 9
3. Advanced Excel
4. Payroll
5. GST/ Income Taxation

Personal Qualities

1. Highly Motivated and Adaptive Learner
2. Good Communication Skills.
3. Written and verbal both in English and Kannada
4. Time Management
5. Ability to Complete the Given Tasks In-Time

Work Experience

1. Currently working as Assistant Professor at The National College Jayanagar
2. Case worker and worked on UUCMS at Maharani Cluster University

EDUCATION

Qualifications	Name of Institution	Board / University	Year	Percentage
Master of Commerce	The National college, Jayanagar.	Bengaluru University	2019-2021	88.15%
Bachelor of Commerce	The National college, Jayanagar	Bengaluru University	2016-2019	89.05%
Class XII	The National college, Jayanagar	Karnataka State Pre-University Board.	2014-2016	78.16%
Class X	JSS School Bengaluru.	Karnataka Secondary Education Examination Board	2013-2014	77.60%

INTERNSHIPS

Organization: BCL India Pvt Ltd

Duration: 4 weeks

Project: Proof of Investment Verification

Place: Bengaluru

Projects

Title: Relationship Marketing in Tourism Industry (A study in Asian Travel Line)

CERTIFICATIONS/TRAINING

Completed Certificate Advanced Diploma in Payroll and Advanced Excel from Empowering People Knowledge LLP

Special Interest and Hobbies

Cooking, Reading Books, Classical Singing

Personal Details

- Father’s Name: Babu Rao BG
- Mother’s Name: Lakshmi Bai
- Date of Birth: 27th August.1998
- Marital Status: Single
- Nationality: Indian
- Linguistic Abilities: English & Kannada

Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Bengaluru

Date: (Tejeswini B)

