

MANJUNATH

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### CAREER OBJECTIVE:

Seeking for a challenging career where I can utilize my academic, technical and analytical knowledge significantly contribute to the growth of the organization with hard work and dedication.

### ACADEMIC QUALIFICATION:

- SSLC from the Board of Secondary Education, Government high school Kambadakone - 2008
- Higher Secondary Education, Govt G P U College Navunda - 2010
- Pursued Bachelor of Science in Mangalore University in the year of 2013.

### STRENGTHS:

- Clear oral/written communication.
- Exceptional multi-tasking ability.
- Partnering with cross-functional disciplines.
- Documentation expertise.
- Driving continuous improvement.
- Identifying best practices.

### WORK EXPERIENCE:

**Organization 1:** Kirloskar Brothers Ltd as Sales Executive officer from Aug 2013-Aug 2014

#### Roles and Responsibilities:

- Involved in reporting marketing strategies.
- Surveying the demanding trend and updating the information.
- Played a main role in conducting Dealers meeting, Plumber meeting
- Arranging KNOP camp

**Organization 2:** Kanva Group Of Companies as Assistant Branch Manager and Accountant from April 2015 to July 2018.

Roles and Responsibilities:

- ☐ KANVA FASHIONS LTD
  - ☐ Maintaining Books of Account.
  - ☐ Authorization.
  - ☐ Issuing loyalty cards
- ☐ SREE KANVA SOUHARADA CO-OP CREDITLTD
  - ☐ Maintaining Books of Account.
  - ☐ Loan recovery.
  - ☐ Authorization of Payments,
  - ☐ Verification and sanctioning of All Loans.
  - ☐ Branch Auditing.

**Organization 3.**

SUNRABBIT MARKETING LTD: As Accountant cum E-Commerce Executive from Aug 2018 to till date.

- ☐ Order processing of all market places (pick, pack & process).
- ☐ Return shipment processing.
- ☐ Data entry in MIS & Report generation.
- ☐ Maintaining books of account.
- ☐ Purchase entry, sales entry, banking reconciliation.
- ☐ GSTR filing.

TECHNICAL SKILL:

- ☐ Computer knowledge- Fundamentals of computer.
- ☐ Operating system - Windows XP/7/8/10
- ☐ MS Office.
- ☐ SAP, ZENITH, TALLY.ERP9. Unnicommerce.
- ☐ Report Generation.

PERSONAL DETAILS:

- Date of Birth : 18 May 1993
- Gender : Male
- Marital Status : Single
- Languages : English, Kannada, Hindi.
- Hobbies : Travelling, Yakshagana, Reading newspaper, visiting places.

DECLARATION:

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

Place: kundapur.

Signature

Manjunath.D