

Personal Data:

Father's Name :Ranganatha J C
Date of Birth : 10/04/1992
Gender : Male
Nationality : Indian
Marital Status: Single
Language Known: Kannada
English.

Permanent Address

Kereyagalhalli
Hanchihalli (Post)
Koratagere (Taluk)
Tumkur (Dist)
Pin Code :572129
Karnataka
MOB.NO: 8861552080

Present Address

Rakesha R
C/O Lokesh H A
No.189/3
4th Cross, Begur Main Road
Hongasandra
Bangalore-560068
Karnataka

Objective:

To work as a professional in a dynamic organization that encourages the growth and efficiency and would serve as a platform for extending out my hard work and complete contribution.

Work Experience:

- ❖ **Worked as Accounts Assistant under R Natarajan (Chartered Accountant) for 3 Years.**
- ❖ **Presently working as an Accountant at Nina Percept Private Limited.**

NATURE OF WORK(JOB PROFILE)

- ❖ Data entry of Sales, Purchases, Expenses, Receipts and Payments, Bank Statements
- ❖ Preparation of Profit and Loss Account and Balance Sheet (including Projected Financial Statements)
- ❖ Preparation of Bank Reconciliation Statements
- ❖ Finalization of Accounts
- ❖ GST calculation and filing and uploadation
- ❖ T.D.S and Professional Tax
- ❖ Experience in Bank Audit (Statutory Audit)
- ❖ Income Tax Return Filing (ITR) of Firms and Individuals
- ❖ Consolidation of MIS
- ❖ Preparation of outstanding statement.
- ❖ Bank payments authorization.
- ❖ Purchase bill booking
- ❖ GST reconciliation

Education:

❖ Master of Commerce (In Finance) –IGNOU

❖ BACHELOR OF BUSINESS MANAGEMENT - (2009-2012)

GOVT FIRST GRADE COLLEGE, KORATAGERE (TUMKUR UNIVERSITY)

Passed with 69.32% (FIRST CLASS) in the year 2012

❖ 10+2 (PUC)2007-2009

GOVT PU COLLEGE, KORATAGERE (Karnataka PU BOARD)

Passed with 79.16 %(FIRST CLASS) in the year 2009

❖ 10th (SSLC) 2007

SRI SIDDARTHA RESIDENTIAL HIGH SCHOOL, CHIKKAMASKAL, (KSEEB)

Passed with 66.40 %(FIRST CLASS) in the year 2007

❖ TRAINING UNDERGONE:

Successfully Completed 25 days course in the Concept of Information Technology (ITT)

❖ TECHNICAL SKILLS :

Computer Skills - Tally ERP9, M.S Office, M.S Excel. ERP (Microsoft accounting Tool)

Core Competencies:

Management - Skillful in making strategic plans for the cases presented in class

Communication - With good communication skill, both written and oral

Interests & hobbies -

- Reading News Paper and Magazines
- Listening Music
- Playing Cricket

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bangalore

Date:

Yours Truly,

(Rakesha R)