

Varun S

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Attica gold private limited** 24 January 2023 - Currently working
Accountent assistant
Manage and prioritize our partners' schedules to ensure that their time is focused on critical, strategic issues

Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor's degree	Vivekananda degree College, Rajajinagar	7.2 CGPA	2021
PUC	Vivekananda PU college, Rajajinagar	61%	2018
SSLC	Oxford English high school, Nagarabhavi	67.36%	2016

Technical Skills

- Operating system
 - Accounting and computing
 - Tally (Prime &ERP9)
 - MS Office (Excel, Word & PPT)
 - Data analysis

Non Technical Skills

- Leadership
 - Problem solving
 - Communication skills
 - Team work & collaboration

Achievements & Awards

- Completed Office Administration Training in “Canara Bank Institute of Information Technology

Languages

- Kannada
 - English
 - Hindi