

RESUME



SHALINI.K

Phone- 8217524137

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Career Objectives:

Intend to build a challenging and rewarding career using my practical knowledge, educational background, and time management skills towards a sense of achievement and growth of the organization.

Education:

Qualification	Institute Name	Year of Passing	Percentage
B.COM	Maharani Lakshmi Ammanni college for women	2023	66%
PUC	Sri Aurobindo Pu college	2020	59%
S.S.L.C	ST. Lawrence high school	2018	71.20%

Internship:

Reckon – “AUDIT AND ACCOUNTING STANDARDS”

Audited in finance department in processing financial reports, analyzing account statement, releasing invoices, and conducting tax audits.

Technical skills:

- ms- office word, power point and excel

Personal skills :

- Strong written and verbal communication skills to effectively express ideas.
- Ability to work independently when necessary.
- Communicate openly with all team members.
- Strong time management and organizational skills

Certificates:

- M.s office and BFSI
- Soft skills and communication skills

Hobbies and interests:

- Drawing
- Kabaddi
- photography

Personal Profile:

Name : Shalini. K

Father Name : Krishna Murthy

Date of Birth : 05/01/2003

Gender : Female

Nationality : Indian

Languages Knows : Kannada, English, Telugu

Address: #52, 2nd cross Maruthinagara, Kamashipalya, Bengaluru-79