

Santhosh O

 santhoshomprakash05@gmail.com
 9360221820
 santhoshomprakash.github.io/portfolio/
 18/55, Woriyur, Trichy-620003,
Tamil Nadu.
 linkedin.com/in/santhosh-omprakash

Hard Skills

- WordPress
- Micro soft Excel, PowerPoint, word and Access
- HTML
- Canva
- GitHub

Soft Skills

- Observation
- Adaptability
- Communication
- Multi-tasking

Certifications

- Certification of Advance Excel in Coursera
- Certification of Fundamental of digital marketing in Google
- Certification of Business Analytics with Excel in Simple Learn

Education Background

- Lovely Professional University
Masters in Business Administration
2022 - Present
- St. Joseph's College
Bachelor of Commerce General
2019 - 2022
- Campion Anglo-Indian School
Commerce
Completed in 2019

Achievements

2021 Achieved State Level Runners in Basketball Tournaments

About Me

A Master of Business Administration grad who is enthusiastic and passionate about learning new skills, and acquiring knowledge in the field of marketing, finance and entrepreneurship and additionally has 1 years of experience in digital marketing.

Professional Experience

ANUTAMA ASSOCIATES | Founder - Freelancing

2022 – Present

Service - Audit & Digital Marketing

Key responsibilities:

- Tally Book Keeping
- Goods and Service Tax Registration & Filing
- Social Media Marketing
- MSME Registration
- Website Designing
- Digital Marketing

MD INFOTECH

2021 – 2022

Key responsibilities:

- Website Designing
- Digital Marketing
- Cold calls

Hard Skills

- Micro soft Excel, PowerPoint, word and Access
- Goods and Service Tax (GST)
- Income Tax
- Ministry of Micro, Small & Medium Enterprises.
- Tally and Book keeping

Soft Skills

- Observation
- Time Management
- Communication
- Multi-tasking

Certifications

- Certification of Tally ERP 9 in St. Joseph's College
- Certification of Advance Excel in Coursera
- Certification of Business Analytics with Excel in Simple Lear

Education Background

- Lovely Professional University
Masters in Business Administration
Present
- St. Joseph's College
Bachelor of Commerce General
2019 - 2022
- Campion Anglo-Indian School
Commerce
Completed in 2019

Achievements

2021 Achieved State Level Runners in Basketball Tournaments

About Me

A Master of Business Administration grad who is enthusiastic and passionate about learning new skills, and acquiring knowledge in the field of marketing, finance and entrepreneurship and additionally has 2 years of experience in Finance.

Professional Experience

ANUTAMA ASSOCIATES | Founder - Freelancing

2022 – Present

Service - Audit & Digital Marketing

Key responsibilities:

- Tally Book Keeping
- Goods and Service Tax Registration & Filing
- Social Media Marketing
- MSME Registration
- Website Designing
- Digital Marketing

SRI RAM ASSOCIATES | Account Assistant

2019 – 2022

Key responsibilities:

- Managed 3 Company's & One Government School & 32 Small- scale Company's.
- GST Filing & Registration.
- Tally Book Keeping.
- Excel works.