*` CURICULUM VITAE*

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| Amitha.P.Mullur  ***Address:***  *#20, First Floor, 8th Main Road,Tata Silk Farm*  *Bangalore-560028*  ***Permanent Address:*** #170, Vidya Nagar, Near Sahyadri Nagar, Bauxite road, DD PostBelgaum-590016 ***Contact No’s:***  ***Mobile. No: 8762332360***  ***Res.No:26761449***    ***E-Mail:***  ***amitha.mullur@yahoo.com***  [*pbmullur\_bgm@yahoo.com*](mailto:pbmullur_bgm@yahoo.com)  ***Personal Information:***  *Husband’s name:Prashantkumar*  *Date of Birth: 14-09-1979*  *Nationality: Indian*  *Marital Status: Married*  ***Languages known:***     * *English (Read/Write/Speak)* * *Hindi (Read/Write/Speak)* * *Kannada(Read/Write/Speak)* | Career Objectives   * To work in Competitive and Challenging environment where I can apply my analytical and technical skill to attain an optimum perfection for the development of my career and company.   Academic Qualifications Articleship C.A (Chartered Accountant)   Period: 2001- 2004.    **B.Com**  **Bachelor of Commerce**  College : C.S.I.College  University: Karnataka University,Dharwad  Period: 1998-2001    **PUC**: Pre-University of College College: Kittal College  Period: 1996-1998  **SSLC:** Secondary School of Leaving Certificate School: Presentation Girls High School.  Period:1995-1996  Computer Skill   * **Basic Computer Knowledge.** * **Accounting Package: Tally 9.0**      * **Application Software (MS Office)** : MS Excel & MS Word   MS-Power Point, Internet. |

Working Experience

1).Undergone articleship training in M/S. P.G.Bhagwat & Co., Chartered Accountants, handling the following:

* Preparation of individual tax returns
* Audit of firms and educational institutions
* Preparation of P&L A/c and Balance sheet
* Daily audits and reconciliation of cash
* Bank reconciliation
* Pretty Cash Book audits and reconciliation

2) Worked as Associate Account in First India Corporation Pvt Ltd.

**Account Payable Process:**

* Customer’s Cheque Deposits
* Check the Invoice billings and processing.
* Handle different types of billings

Key Soft and Tech Skills

* Team player.
* Excellent Interpersonal skills.
* Quest for challenging work.
* Hard Working.
* Proactive.

Hobbies:

* Listening Music
* Watching T.V
* Travelling

Activities:

I do hereby declare that the above – Furnished details are true and fair to the best of my knowledge & belief.

Date: yours sincerely

Place : Bangalore  **Amitha.P.M**