



Salwa Kausar
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OBJECTIVE:

To be associated with an organization that offers a professional, challenging and rewarding work environment with ample scope, where I can demonstrate my experience and enhance my skills. To be a part of the team that excels in working towards the goal of organization along with the scope of learning.

SKILLS:

- Excellent administrative, organisational, time-management and general reception skills.
- A confident, clear and calm communicator.
- Good working experience of Microsoft Excel, Word, Power Point and Outlook.
- Ability to work as part of a team.
- Exceptional interpersonal, presentation and influencing skills.
- Enthusiastic, creative and fast learner.

WORK EXPERIENCE:

June 2019 to Dec 2019

Company	: The Tappers Service Co-operative Society Ltd, Brahmavar.
Post Held	: Senior Accountant
Industry	: Banking

Work Profile

- Preparing & Maintaining reports of Accounts in Tally Software
- Preparing Financial Statements and Bank Reconciliations.
- Record Journal Entries and Reconcile asset accounts including Surplus, deficit, depreciation, purchase and addition of new assets.
- Processed withdrawals and deposits at counter and window.
- Provide update on Cash balances to Management on a weekly basis.
- Provided Bank Loans counselling to clients, reviewed overdrafts for branch and created investment portfolio.

EDUCATIONAL QUALIFICATION:

COURSE	INSTITUTE	BOARD/UNIVERSITY	YEAR	GRADE/RESULTS
M.Com - Finance	St. Marys Syrian College ,Brahmavar	Mangalore University	2019	73 % (Distinction)
B.Com	St. Marys Syrian College ,Brahmavar	Mangalore University	2017	70% (Distinction)
P.U.C	St. Marys Syrian Pre University College ,Brahmavar	Karnataka Examination Board	2014	63%

ACADEMIC PROJECTS:

- Presented a paper titled, “**Acceptance of E-Banking and customer satisfaction**” among undergraduate students with special reference to Brahmavar in an International conference held at Manipal University.
- Paper presentation on “**Business Ethics- The tactics for smart business**” in a National conference held at Mangalore University.
- Delivered a **lecture on the topic “Management Concepts” to undergraduate students** as a part of teaching process.

PERSONAL DETAILS:

Date of Birth : 21 Jan 1996
Nationality : Indian
Marital Status : Married
Languages Known : English (Reading & Writing Fluent)
Hindi (Reading & Writing Fluent)
Interest & Hobbies : Sports, Travelling, Art & Music
Visa Status : Husband Sponsorship

DECLARATION:

I hereby declare that whatever information given above is true to the best of my knowledge.

Salwa Kausar