

# CURRICULUM VITAE

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## **Career Objective:**

"To apply my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise."

## **Educational Qualification:**

- Completed MBA (Finance) From St. Aloysius college (AIMIT),Mangalore University (2012-14)
- Completed B.Com from St Mary College, Shirva, from Mangalore University
- Completed PUC from St Mary PU College, from PU Board of Karnataka
- Completed SSLC from St Mary Junior College, Karnataka secondary Education Examination Board

## **Computer Skills:**

- MS Office
- Tally ERP 9
- SPSS (statistical Package for Social Science)
- Orion

## **Internship Details:**

- **Completed internship successfully in Sai Radha TVS, Udupi for a period of 2 months.**

**Project title: - "CUSTOMERS LEAKAGE TO COMPETITORS"**

- **Duties and Responsibilities**
  - Working on various customer related problems and understanding the reason for the problem.
  - Conducting the telephonic survey to customer and reporting to the manager.
  - Understanding the Customers need and working on improving customer satisfaction.
  - Communicating with the customers and helping to resolve their issues.
  - Studying the overall management and working of the company.

## **Work Experience:**

### **1. Worked for Harman House as “Accountant” for 3 years and 6 months.**

#### **Job Profile:**

##### **May 2017 to Present**

- **Duties and Responsibilities**

- Handling Retail accounts of Samsung brand shops and Harman stores which includes 19 showrooms under Harman Middle East.
- Preparing and Processing Export documentation for Samsung bulk stock till customer delivery.
- Handling e-commerce invoicing for Amazon and Noon with full track of information regarding ledger and stock.
- Refund processing and Easy payment processing requests to banks for all showrooms.
- Making invoices for sales and collection of cash and cheques on day to day basis.
- Handling petty cash with Payment processing for expenses and making all financial entries in Orion accounting software.
- Preparing cash payment voucher and bank receipts and cash receipts.
- Handing customer ledger and providing information about statement of accounts with ledger reconciliation.
- Proving daily POS settlement details to all Showrooms.
- Handing Samsung mobile warranty portal Care Plus and preparing reports of every month sales.
- Handing Amex, EWallet, AAA warranty portals with necessary entries.

### **2. Worked for KPMG Global Services Private Limited as “US Tax Associate” for the period 6 months.**

#### **Job Profile:**

##### **October 2014 to April 2015**

- **Duties and Responsibilities**

- Preparation and review of federal and multi-state corporate income tax returns.
- Filing tax returns and associated reconciling and processing activities.
- Maintain knowledge of tax requirements of the company by conferring with external agents.
- Perform research work associated with tax information in order to provide insight into future tax directives.

### **3. Worked for Private Real Estate Company as a “Finance Officer/Accountant” for the period of 1 years and 8 months.**

#### **Job Profile:**

##### **May 2015 to December 2016**

- **Duties and Responsibilities**

- The managing of daily financial operations like payment processing, collation of receipts, tenant invoicing, credit control and cash management.

- Estimating the cost of upcoming projects and discussing it with management.
- Providing customers the payment structure of the apartments in our projects.
- Introducing customers to the bank and financial institutions for loan related queries.
- Handling of all tax matters (such as VAT and corporate tax) including preparation of tax computation and working closely with the tax consultant on tax computation.

**Other Curricular Activities:**

- Winner of silver medal in Mangalore University inter collegiate weight lifting competition.
- Winner of bronze medal in Mangalore University inter collegiate power lifting competition.
- Elected as a sports secretary of St. Mary's college Shirva for 2011-12
- Participated in various national level management fests.
- Participated in various seminars regarding Finance and accounts helping me to boost my knowledge.

**Strengths:**

- Quick learner with analytical skills and good process knowledge.
- Effective communication skills & team work.
- Ability to co-ordinate with the team and handle process issues.
- Positive attitude and adapt to changes quickly.

**Summary:**

An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

**Personal Profile:**

Date of Birth	: 7th October 1991
Nationality	: Indian
Marital Status	: Married
Visa Status	: Work visa
Passport Number	: K3811737
Expiry	: 6th August 2022
Languages Known	: English, Kannada, Hindi, Konkani and Tulu.
Hobbies	: Chess, Travelling and Cricket

Reference available on request.

**Declaration:** I hereby declare that the above said information is true and fair to the best of my knowledge