

# CURRICULUM VITAE

## Rakshitha Siddaramaiah

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Dubai, United Arab Emirates



### Objective:

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

### Work Experience:

Company : **Dubai Dates Factory LLC**  
Designation : Assistant Accountant  
Period : 1 year 2 months

Company : **JM Financial Service Limited (India)**  
Designation : Back office assistant  
Years : 1 year (July 2018 to July 2019)

### Roles & Responsibilities:

- ✓ Preparing financial documents such as invoices and bills etc.
- ✓ Completing purchase order
- ✓ Managing payroll
- ✓ Managing day to day transactions in petty cash
- ✓ Managing company ledger
- ✓ Processing business expenses
- ✓ Writing Payment voucher and Receipts voucher
- ✓ Sales & purchase
- ✓ Making sales contracts

## Skills:

- ✓ Focus Accounting Application.
- ✓ Tally ERP.9
- ✓ Microsoft Office
- ✓ Finance & Accounting.

## Education Qualification:

- ✓ Completed master of business administration (finance) from Visveswaraya technological university, Karnataka, India (2016-18).
- ✓ Completed bachelor of business management from Kuvempu University, Karnataka, India (2013-16).
- ✓ Completed 12<sup>th</sup> commerce from department of pre university education, government of Karnataka, India (2012-13).
- ✓ Completed 10<sup>th</sup> standard of state board of Karnataka, India (2011).

## Projects Undergone:

- ✓ Completed summer Internship project at VL clothing, Bangalore Karnataka to understand the effectiveness of distribution channels and how the channel partner operates.
- ✓ Undergone in Anand Rathi Financial Service Limited, Ranebennur, and Karnataka to know and learn how the stock futures will work in practically and how an investor can make a profit and incur loss in derivatives market (16/01/2018-21/03/2018).

## Personal Details:

Date of birth : 25/10/1995  
Nationality : India  
Gender : Female  
Marital status : Single  
Visa status : Visit visa

## Language:

- ✓ English : Good
- ✓ Hindi : Good
- ✓ Kannada : Mother tongue

## Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Rakshitha Siddaramaiah