

RESUME

Name : SHARANYA SHASHIDHARA SHRIYAN
Address : HAMED CENTER 105 ,A BLOCK
: ELECTRA STREET, ABU DHABI
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CAREER OBJECTIVE:

To work hard in an organization for the overall performance and improvement of the organization, which supports innovative ideas & projects and to thereby grow in that field.

PROFESSIONAL STRENGTHS:

- Hardworking
- Leadership
- Teamwork
- Creative thinking
- Confident communicator
- Good workload and time management

Experience:

Name : Mahalakshmi co-operative bank Udupi:
Designation: Admin Assistant

- Oversee the daily operations of the accounting department including Accounts payable/receivable and general ledger
- Monitor and analyze accounting data to ensure compliance with generally accepted accounting principles.
- Contact clients as necessary to ensure accurate and on time payments. Performing basic office tasks, such as filing, data entry, answering phones, processing the mail etc.

Name : Axis Bank Manipal

Designation : Admin Assistant

- Manage and administer day to day functions of a bank
- Ensure qualitative services to bank customers
- Build customer relationships through best banking practices
- Assist and support banking staff in handling customers requests and needs
- Sell banking products and services to customers
- Target and capture customers to increase banking business

Project:

A study on customer satisfaction in digital products of bank

- To study the digital products of the bank in details
- To know whether the customers are aware or satisfy with the product which the bank offers
- To investigate the factor which influences the level of satisfaction of online customer

Certificates

- Essentials of entrepreneurship: thinking & action Marketing strategy for entrepreneurs.
- Taxation of business entities 1: corporations
- Federal taxation 1: individual, employee and sole-proprietors

COMPUTER RELATED SKILLS:

- Diploma in computer application (MS windows / MS office / HTML/ Tally ERP)
- Intermediate Excel

EDUCATIONAL QUALIFICATION:

Qualification	Institution	Board/University	YOP
MCom	MAHE	Manipal University	2021
BCom	MGM, Kunjibettu, Udupi	Mangalore University	2019
PUC	St. Cecily PU College, Udupi.	Dept. of Pre University Bangalore	2016

Other qualification(s)

- EY-International Taxation

- Coursera certificates

PERSONAL INFORMATION:

NAME : Sharanya Shashidhara Shriyan
D.O.B : 10-02-1999
GENDER : Female.
Marital Status : Single

Languages :

English, Hindi, Kannada, Tulu

Passport Number	Issue Date	Validity To	Issued at
V2609323	06/09/2021	05/09/2031	BENGALURU

The above mentioned information is through is the best of my knowledge and I take complete responsibility for any false information provided by me.

Place:AbuDhabi

Date: 23-09-2021

Yours Faithfully

Sharanya Shashidhara Shriyan

