

## **RAKSHITHA**

Educational Qualification: **Bachelor of Commerce**  
Key Skills: **Basic Computer Knowledge, MS Office, Tally+GST, Knowledge of UAE VAT.**

Mobile: **0544306418**

Current Location: **Al Karama**

Email: [rakshitak334@gmail.com](mailto:rakshitak334@gmail.com)

Passport No : **R0331854**

Visa Status: **Visit (Expiry date 9th June, 2021)**



## **CAREER OBJECTIVE:**

To pursue a challenging and audacious career in an organization that provides me an opportunity to utilize my skills and knowledge to become an eminent professional with excellent analytical and functional ability.

## **WORK EXPERIENCE**

**Artalona Real Estate - Worked as Assistant Accountant and office admin for 2 years and 5 months.**

### **Job Profile**

- ❖ Maintain accounting ledgers by verifying and posting account transactions.
- ❖ Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data.
- ❖ Performed bank reconciliations for the Accounts Payable account and updated the general ledger system as needed for outstanding checks.
- ❖ Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- ❖ Making outbound collection calls in a professional manner while keeping and improving customer relations.
- ❖ Collect customer payment in accordance with payment due dates.
- ❖ Email correspondence to customers to encourage payment of delinquent accounts.
- ❖ Preparing bills, invoices, quotations.
- ❖ Handling receivables and Payables.

## **EDUCATIONAL QUALIFICATION:**

- ❖ **BCOM** Pass with 87% from Sri Ramakrishna College Mangalore University (2016-2018)
- ❖ **Higher Secondary/12<sup>th</sup>** Pass with **93.50%** from Capitano Comp P.U College, Karnataka (2015).
- ❖ **SSLC Pass** with **84.16%** from Nithya SahayaMatha High School (2013).

## **EXTRA CURRICULAR ACTIVITIES**

Active member of National Service Scheme (NSS)

Participated in various competitions (Dancing, Singing)

## **PERSONAL STRENGTH:**

- ❖ Hardworking with positive approach towards the target on hand.
- ❖ Good leadership skill and ability to work as a team.
- ❖ Ability to work under pressure.
- ❖ Patience, Optimistic, Industrious, Quick Learning.
- ❖ Willing to learn new things.

## **COMPUTER KNOWLEDGE AND OTHER SOFTWARE SKILLS**

- ❖ MS Office (Word, Excel, Power Point)
- ❖ Accounting software – TALLY ERP-9

## **PERSONAL PROFILE**

- ❖ Gender : Female
- ❖ Date of Birth : 31<sup>st</sup> May 1998
- ❖ Marital Status : Single
- ❖ Nationality : Indian
- ❖ Languages Known : English, Kannada, and , Tulu.

## **DECLARATION:**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief. I assure you that I will do the best with the satisfaction of my superiors.

Place: Mangalore

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