**SHEELA**

**Email:** [sheela.293204@2freemail.com](mailto:sheela.293204@2freemail.com)

**CAREER OBJECTIVE:**

Commit to the objectives of the organization and put forward a Conscious effort, investing time and grow with the organization and to be responsible and challenging in turn contributing to the development of the Organization as well as my personal growth.

**PROFESSIONAL SUMMARY:**

* Worked as an **accountant** at Government College Nanikatta, Sirsi, Karnataka since June 2014 to march 2015.
* Worked as an **accountant** for 6 months at vinayak souharda credit cooperative society, Siddapur, Karnataka.
* Completed internship training for 2 months at KDCC bank Siddapur based on **Performance analysis of KDCC bank.**

**ACADEMIC PROFICIENCY:**

* **M.com – 62.60%** year of passing **2013,** at Kuvempu university, Sagar.
* **B.com- 78.84%** year of passing  **2011,** at Karnataka university, Dharwad.
* **PUC(10+2) - 84.85%** year of passing **2008**, at Department of pre university education.
* **SSLC- 83.04%** year of passing **2006,** at Karnataka secondary examination board.

**KEY RESULT AREAS:**

* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
* Handled the processing, accuracy verification and maintenance of invoices.
* To learn all types of activities involved in Accounts payable, reporting, calling and Emailing to Vendor and Business units.

**STRENGTHS:**

* Eagerness to learn & highly motivated with positive attitude.
* Ability to handle pressure & ability to work in a team.
* Committed to work in project deadlines & schedules.

**COMPUTER SKILLS:**

* Ability to work with basic operating systems like Microsoft word, Excel, Power point.
* Completed 1.5 years course of **Diploma in Information technology in the year 2009** and passed with **A grade.**
* Completed **Advanced Diploma In Accounting Course in the year 2010**  passed with **A+ grade**.
* Completed 1 year **Speed typing course since 2010 to 2011**

**COMPETENCIES**:

* Self-confident
* Fast learning
* Good communication skills
* Dedicated to Excellent
* Decision making skill

**PERSONAL PROFILE**:

Date of Birth : 27 – 11- 1990

Nationality : Indian

Marital status : Married

Languages known : English, Hindi, Konkani and Kannada

Interest : Listening Music, Reading devotional books, playing badminton, embroidery work, stitching, cooking new recipe.

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Your’s faithfully,

Place: Abushagara (Sharjah**)**

Date: ……………………