**Veekshitha**

**Veekshitha.328353@2freemail.com**

**OBJECTIVE:**

Seeking for account related job opportunities, where my experience can be utilized for the achievement of organizational goals and also to further develop to my skills.

**PROFESSIONAL EXPERIENCE:**

Company : Pai Enterprises Udupi.

Designation: Sales and Distribution com Accounting.

**Responsibilities:**

* Skilled to prepare P&L Account and Balance sheet reconciliations.
* Maintains various operating transaction i.e. Revenue and expenditure Auditing, Financial forecasting.
* Help in preparing sales / purchase ledger duties, cash books and payroll.
* Preparation of accounts payables and receivables.
* Preparation of sales invoices and journal vouchers and depreciation voucher.

**COMPUTER SKILLS:**

* Well versed with MS office (MS Word, MS Excel & MS PowerPoint).
* Experience in working on Tally
* Internet.

**STRENGTHS**

* Eagerness to learn , highly motivated.
* Ability to handle pressure, ability to work in a team.
* Hardworking.
* Sound knowledge of accounting principles.

**AWARD AND ACHIEVEMENTS:**

* Certificate of participation in college Project
* Participation in college cultural events
* Participation in youth festival organized at the university

**SKILLS:**

* Highly organized, and be able to work positively and constructively within the pressurized environment.
* Ability to maintain effective working relationships, good situation management skills.
* Strong computer skills for data entry and knowledge of advanced MS Excel.
* Excellent with tally.

**ACADEMICS**

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| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE OF MARKS (%)** |
| SSLC | Madeline High School Mulky  | Karnataka State Board  | 2009 | 55.68% |
| PUC | Vijaya PU College Mulky | Karnataka State Board  | 2011 | 64.5% |
| BCOM | DR. G Shankar Govt. Women’s First Grade College Ajjarakad Udupi | Mangalore University | 2014 | 57.74% |
| MCOM | Saint Mary’s Syrian College Brahmavar | Mangalore University | 2016 | 66.81% |
| Diploma In Computer Application | NISE Computer Education | Mangalore University | 2014 | 92.14% |