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**Roshitha**

[**Roshitha.359290@2freemail.com**](mailto:Roshitha.359290@2freemail.com)

**OBJECTIVES**

To secure a promising position in the corporate world where I can enhance my knowledge and use my talents to my maximum extent and therefore contribute towards the excellence of the Company.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY** | **PERCENTAGE OBTAINED** | **DURATION** |
| **M.Com** | Karnataka State Open University | Mysore University | 1st Year-**69%** | May 2015 |
| **B.Com** | St. Agnes College  (Autonomous) -  Mangalore | Mangalore University | 1st SEM- **80.35%**  2nd SEM- **88.24%**  3rd SEM- **85.18%**  4th SEM- **85.06%**  5th SEM- **90.25%**  6th SEM- **90.88%** | OCTOBER 2011  APRIL 2012  OCTOBER 2012  APRIL 2013  OCTOBER 2013  APRIL 2014 |
| **+2/Pre-Degree** | St. Agnes PU College - Mangalore | PU Board of Karnataka | **87.66%** | MARCH 2011 |
| **SSLC** | St. Agnes High School -Mangalore | SSLC Board of Karnataka | **93.60%** | MARCH 2009 |

**WORK EXPERIENCE**

**Worked as accounts trainee for the period of One year under Chartered Accountant K. Ramdas Rao.**

**Areas Covered:**

* Finalization of Accounts
* Verification by Vouching of Purchases, Sales, expenditures like Rent and Wages
* Checking of TDS Deductions
* Calculation of Depreciation as per Income Tax Act on block basis
* Examination of Books of Accounts maintained and method of Accounting
* Calculation of Book Profit for Income tax purpose of the Partnership Firms.
* VAT Audit

**EXTRA-CURRICULAR ACTIVITIES**

* Has received the **2ndbest “OUTGOING”** student from B.com section for the year 2014.
* Has received **Principals Roll of Honour** in 5 semesters for securing **Distinction**.
* Has received certificate of appreciation for being **Class Representative** of final year B.com.
* Has received certificate of excellence for securing **1st place** in patriotic singing competition conducted by St. Agnes College.
* Has received certificate of appreciation for literacy Extension Activity.

**COMPUTER/SOFTWARE PROFICIENCY**

* Computer basics, Internet and Multimedia.
* MS office: MS windows, MS Word, MS Excel, MS PowerPoint
* Advance Excel
* Operating Systems: MS-DOS, Windows XP, Windows Vista, Windows 7
* Accounting Software’s: Tally ERP 9, Busy, Peachtree, Daceasy.
* Tally Payroll

**COURSES AND TRAINING**

* Has successfully completed all the above accounting software’s and MS office and other software’s at **MANIPAL INSTITUTE OF COMPUTER TECHNOLOGY (MICE), Mangalore.**
* Has participated in **“Persona”** one day workshop conducted by department of Commerce on Personality Development.

**PERSONAL SKILLS AND HOBBIES**

* Good Communication &Inter**-**Personal Skills.
* Time Management, Quick Learner and Hard worker.

**LANGUAGE PROFICIENCY**

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| --- | --- | --- | --- | --- |
| ENGLISH | KANNADA | HINDI | TULU | KONKANI |

**REFERENCE**

Available on Request.

**DECLARATION**

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Yours Sincerely