CURRICULUM VITAE

**KAVYA**

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| **OBJECTIVE:**  To pursue a challenging career and be apart of a progressive organization that will provide me opportunities to utilize and to enhance my knowledge and skill in the field of Accounts. I shall  Deliver my services to the best of my caliber and to your satisfaction if an opportunity is given to me.  **Educational Qualification:**   |  |  |  |  | | --- | --- | --- | --- | | ***QUALIFICATION*** | ***INSTITUTE*** | ***YEAR OF PASSING*** | ***PERCENTAGE OBTAINED*** | | **SSLC** | Shanthala School | 2002-2003 | 62% | | **PUC** | Aurobindo Women’s college | 2003-2005 | 50% | | **Bachelor of Science in (Information Technology)** | Kuvempu University | 2011-2014 | 60% | |

**SOFT SKILL:**

|  |  |
| --- | --- |
| ***Tools and Programming*** | MS Office and C, C++. |
| ***Software*** | Tally. |
| ***Typing Skill*** | English, Kannada Nudi. |

**WORK EXPERIENCE:**

1. ***Sunrise Corporation***  
   ***Designation:*** **Office Admin**  
   Duration: 2009 Jan-2009 Oct

**Job Profile:**

* MS. Word, MS. Excel and Office Admin

1. ***Professional Diesel Power Engineers***

***Designation:*** **Customer Care Executive**  
Duration: 2009 Nov-2010 Apr

**Job Profile:**

* Handling Purchase Department,
* Customer Care, Web port Activity,
* Ledger (Petty Cash),
* Raising Invoice
* Raising Purchase Order

1. ***PCR Warehousing Ltd*  
   *Designation:*** **Commercial Manager**  
   Duration:2010 Aug-2015 Jan

**Job Profile:**

* Preparing Daily Movements of various branches.
* Verifying of Cash Vouchers of various Branches.
* Preparing of Bills of various Branches.
* Follow Up Of Payments from Concern Authorities.
* Preparation of MIS REPORT.
* Monitoring the other Jobs at our office as assign to me.
* Interacting with Clients.

1. ***LV logistics Pvt Ltd*  
   *Designation:*** **Commercial Manager**  
   Duration:2015 Feb-2016 Oct

**Job Profile:**

* Documenting and reporting of sales performance on a monthly basis to the commercial director.
* Responsible for assisting with the production of customer and business KBI's (Key Business Indicators)
* Maintain awareness on stock.
* Monitoring of competitor activity and regular reporting to management.
* Preparing Daily Movements.
* Verifying of Cash Vouchers.
* Preparing of Bills.

**Declaration:**

I, affirm that the information given above is true to the best of my knowledge, I declare that

Will discharge any duties to the best of my ability and to the entire satisfaction of all my superiors.