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| **1516098.jpg**  |

NAIZILE

NAIZILE.371279@2freemail.com

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| **SUMMARY / OBJECTIVE**  |

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| **Course** | **Institution** | **% Marks** | **University / Board** | **Year of Passing** |
| MBA | St Aloysius College of Management and Information Technology (AIMIT) | 70.15 | Mangalore University | 2017 |
| B.Com | St Aloysius College Mangalore | 65.05 | Mangalore University | 2012 |
| 12th / Pre-University | Padua PU College Mangalore | 66.18 | Karnataka Board | 2009 |
| S.S.L.C | Shri Mahalingeshwara English Medium School | 59.36 | Karnataka Board | 2007 |

To work in an organization where I can utilize my skills and abilities while enhancing my knowledge to achieve professional satisfaction and personal development, I would want to inculcate in me the ethics that are required to survive, work and improve myself to cope up with today’s competitive corporate world.

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| **ACADEMIC DETAILS** |

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| **INTERNSHIP** |

Company: Microsoft

Project Title: A study on the parameters that are to be considered for hiring start-ups.

Expertise Acquired:

* To integrate with the Start-ups.
* Co-ordinating Think Next Event – 2016
* How to conduct a incubator meet at Think Next - 2016
* More confidence in career direction
* Completion of Project (Summer Internship Project)

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| **WORK EXPERIENCE** |

Company: Maharashtra State Electricity Transmission Co. Ltd

Duration: 2 years 4 months (June 1st 2012 - September 31st 2014)

Job Title: Account Assistant

Roles and Responsibilities:

* Posting daily financial transactions in SAP - accounting software and recording cashbook
* Preparing contactors tax invoice. Submission of contractors TDS, WCT service tax and professional tax chalan monthly. Submission of quarterly report of TDS to government through Chartered Accountant.
* Calculating monthly salaries to the employees and issuing temporary impress.
* Identified process on sorting out the queries of statutory, ISO, cost and internal audit.
* Preparing Bank reconciliation statements and preparing trial balance.

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| **TECHNICAL SKILLS** |

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| Computer knowledge  | Windows 98/XP/7/8/8.1/10C Programming, MS Office applications Excel Word PowerPoint Outlook, Photoshop, and SPSSSAP-System application product (Finance module) |

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| **INTERESTS** |

* Painting, Sketching
* Reading and Surfing**.**
* Playing Cricket.
* Photoshop
* Dancing

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| **PERSONAL DETAILS** |

Date of Birth : 29/01/1992

Nationality : Indian

Languages known :English, Hindi, Konkani, Marathi, Kannada, Tulu

Gender : Male

Driving License : Yes

I confirm that the information furnished above is true and correct to the best of my knowledge.