**ASHWINI**

**Email:** [**ashwini.388206@2freemail.com**](mailto:ashwini.388206@2freemail.com)

**Civil Status : Married**

**Sex : Female**

**ACCOUNTANT**

**PROFESSIONAL EXPERIENCE OF OVER THREE YEARS**

**Objectives Career:-**

**To seek a challenging, progressive career industry involving a comprehensive teamwork and sincerely serve the organization through dedication, hard work and optimization of my technical skills.**

**Area of experience :-**

* **Accounts**
* **Billing**
* **Taxation**
* **Stock maintains**
* **Day book maintains**
* **Balance sheet**

**Computer Skills: -**

* **Proficient in MS Office application (Excel and Word)**
* **Tally ERP.9**
* **Computer Literate**
* **Computer Knowledge**

**Academic qualification :-**

* **Passed Bachelor of Science (B.sc) examination from University of Mangalore in 2018**
* **Pre degree in science at PU Board Karnataka of India**
* **Secondary School education in Karnataka State board of India**

**Language Knowledge:**

* **English**
* **Kannada**
* **Malayalam**
* **Tulu**

**Working Experience:-**

* **Organization : Agrimart ( Saya Enterprises Mangalore)**

**Organisation type : Agricultural equipment services Mangalore**

**Designation : Accountant/Office Assistant**

**Tenure : 2015 -2018**

**Achivements : Reliable and trusted office Assistant**

**Job description :**

**I have worked as receptionist at office exhibition stall. I was handling at billing section and also stock maintains.**

* **Organization: KVG medical College and Hospital( Sullia Mangalore)**

**Organization type: Medical College and Hospital**

**Designation : Receptionist/ office assistant**

**Tenure : February 2018 – January 2019**

**Job description :**

**I was worked at billing section and I also handled medicine stock department.**