CURRICULUM VITAE



Preema

Preema.381862@2freemail.com

* Date of Birth: 4th April 1997
* Sex : Female
* Marital Status: Married
* Nationality: Indian
* Visa Status: Visit visa

Career Objectives:

Recent accounting graduate looking for a position in accounting and finance. where I can utilize my skills, put my learning into practice and contribute. I am eager to learn and excited about beginning my career in this dynamic industry.

Key Skills:

Communication and teamwork able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work. Ability to meet deadlines and work under pressure Enthusiastic, hard-working and eager to learn Reliable and trustworthy, with a strong work ethic and values.

Educational Details:

* **DCA (Diploma in computer applications)** Manipal University

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|  | Major: Tally ERP 9.0 & Microsoft | 2018 |  |
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* **Bachelor of Commerce** Mangalore University

Major: Accounting; Tax (GST & IT)

Minor: Management

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| Graduated with 82% | 2015 - 2018 |

* **Pre-University Education (12th) (EBASC)** Sri Mahaveera Pre-University college

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| Graduated with 86.86% | 2013 - 2015 |

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|  **SSLC (10TH)** |  |
| Lourds High School |  |
| Passed with 74.88% | 2010 - 2013 |

Computer Skills:

* Microsoft Office 2010 (Excel, Access, Word, PowerPoint) with some experience with Tally ERP 9.0

Language skills:

* Fluent in spoken and written English, Hindi, Kannada.

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

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