**RAKSHITHA**

**Email :** [**rakshitha.388144@2freemail.com**](mailto:rakshitha.388144@2freemail.com)

**Career Objective:**

To secure a challenging position with a professionally managed group which will utilize my knowledge and planning skill toward the betterment of the organization and provide me the opportunity for professional and personal growth.

**Work Experience:**

**Muktha TV, The Unit of Yashashvi- creation Pvt LTD**, Udupi

**Duration: 25 October 2012 to 30 November 2013**

**Job title: Assistant Accountant**

JOB RESPONSIBILITIES

* Review/ Preparation of daily journal vouchers for all expenses and all supporting documents.
* Maintaining cash book

**Mysore Sales International Limited, Bangalore, India**

**(Sub Div: Chit Fund Department)**

**Duration: 06 February 2014 to 31 January 2016**

**Job title: Cashier and Document scrutinizer**

JOB RESPONSIBILITIES

* Managing Administration of the office and deal with basic accounts
* Managing all employee documents/files in a standard manner according to the company policy
* Ideas are given for improvement of the branch like – Promotions, marketing, customer support etc.
* Worked as cashier and document scrutinizer
* Involved in the reconciliation of cash/accounts in the branch
* Customer support is the utmost priority and
* Ensuring quick turnaround time/support for customers.
* Managing all the financial transactions, tracking details before considering any case
* Timely manner of cash disbursement/ transactions being held at the branch
* Compliance and security checks before any consideration/ disbursement from the branch to customers
* Marketing and training conducted for new joiners

**Empower Consultants Bangalore**

**Duration: 01 March 2016 to 08 December 2018**

**Job title: Admin Executive**

JOB RESPONSIBILITIES

* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Maintain electronic and hard copy filing system
* Open, sort and distribute incoming correspondence
* Perform data entry and scan documents
* Manage calendar for Managing Director
* Assist in resolving any administrative problems
* Run company’s errands to post office and office supply store
* Answer calls from customers regarding their inquiries
* Prepare and modify documents including correspondence, reports, drafts, memos, and emails
* Schedule and coordinate meetings, appointments and travel arrangements for Managers
* Maintain office supplies for department

**Qualifications**

* Bachelor Degree in BA from St. Philomena College Puttur, Mangalore University, Mangalore, Karnataka with First Class in 2012.
* Pre-University Education from Government PU College Kadaba, Karnataka with First Class in 2009

**Technical skill:**

* Post Graduation Course Diploma In Computer Application (1 year Course)

**Professional Skills:**

* The Basic operation in Microsoft Word, Excel, PowerPoint
* Planning and Managing internal & external activities
* Initiative and creativity
* Positive attitude
* Teamwork and collaboration Accounts payable / accounts receivable
* Mail handling
* Staff management in Business administration

**Personal Details:**

Date of Birth : 26th March 1991

Nationality : India

Marital Status : Married

Language Know : English, Hindi, Kannada, Tulu