**RESUME**



**PUNITH**

Sharjah U.A.E

Visa Status: Visit

**CAREER OBJECTIVE**

To associate with an organization that provides a challenging environment and fosters continuous learning where I can effectively demonstrate my skills and contribute towards the growth of the organization and scale up as a professional.

**WORK EXPERIENCE**

Ishwar & Gopal Co, Bangalore.



Designation: Article Assistant

Duration: 1 year and 2 months

**Roles and Responsibility**

* Preparing audit programmes (statutory, internal and tax audit).
* Audit working papers and documentation.
* Vouching
* Scrutinising financial statements and its analysis.
* Data entry
* Bank reconciliation statements.

Accenture Pvt Ltd



Designation: Finance Associate

Duration: 4 months

**Roles and Responsibility**

* Order to cash process
* Claim Validation

**ACADEMIC PROFICIENCY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Course** |  |  | **College/University** |  |  | **Marks** | |  | **Year** | |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **M.Com** |  |  | Mangalore University, | | **64.00%** | | | **2019** | | |
|  |  |  |  | Konaje Mangalore | |  |  |  |  |  |  |
|  |  |  |  | Karnataka, 574199 | |  |  |  |  |  |  |
|  |  |  |  |  | |  | | |  | | |
|  | **B.Com** |  |  | Vivekananda Degree College, Puttur | | **75.35%** | | | **2017** | | |
|  |  |  |  | Nehru Nagara, Puttur D.K | |  |  |  |  |  |  |
|  |  |  |  | Karnataka, 574203 | |  |  |  |  |  |  |
|  |  |  |  |  | |  | | |  | | |
|  | **PUC** |  |  | Vivekananda PU College, Puttur | | **87.83%** | | | **2014** | | |
|  |  |  |  | Nehru Nagara, Puttur D.K | |  |  |  |  |  |  |
|  |  |  |  | Karnataka, 574203 | |  |  |  |  |  |  |
|  |  |  |  |  | |  | | |  | | |
|  | **SSLC** |  |  | Kumarswamy English Medium | | **76.96%** | | | **2012** | | |
|  |  |  |  | School, Kukke Subrahmanya | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**KEY SKILLS & COMPETENCIES**

Experienced article assistant in an Audit Firm.



PGDC Certified in computer proficiency.(MS Office & Tally)



Good written and verbal communication skills.



Flexibility and adaptability to work in any environment.



**PERSONAL STRENGTHS & ACHIEVEMENTS**

Participated in various competitions of inter collegiate fest at Mangalore.



Completed RAJYAPURASKAR ROVER Award.



Participated 2 National level, 3 State level and 10 district level Events held on account of Scouts and Guides.



Critical thinker and able team player.



Reliable, Responsible and poised to work under pressure.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 16 OCT 1995 |
| Gender | : | Male |
| Languages known | : | English, Hindi, Kannada & Tulu |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Email: [punith-397093@gulfjobseeker.com](mailto:punith-397093@gulfjobseeker.com)  I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> |  |  |
| **DECLARATION** |  |  |
|  |  |  |

I hereby inform you that all the details mentioned above is true to the best of my knowledge.

**(Punith)**