

**CAREER OBJECTIVE:**

To Utilize the acquired skills and knowledge in carving out a career in industry, working towards achieving organizational goals and personal as well as professional growth.

**PROFESSIONAL STRENGTHS**

---

- Task Oriented and able to work under defined work parameters
- A Self Motivated, Sincere, highly energetic and dynamic individual who believes only in the best
- Very Quick at learning and adapt to the new environment
- Accurate & Efficient in handling assigned tasks

**EDUCATION**

---

- **B.COM** : Dr. NSAM First Grade College from Bangalore Central University with 74%
- **PUC** : R.T Nagar Pre University College with 63%
- **SSLC** : R.T Nagar Public School with 82%

**Computer Knowledge:**

- SAP Finance model, Material master – Certified from
- Tally ERP
- MS Office (MS Word, Excel, Powder Point)

**EMPLOYMENT HISTORY:**

---

<b>Company</b>	: Miracle Cargo & Commercial Services. Kingdom of Beharin
<b>Designation</b>	: Accounts Assistant

**AREAS OF EXPERTISE**

**KEY RESPONSIBILITIES ARE:**

- Making invoice through the Zoho Application
- Maintaining day to day Cash Transactions
- Preparation of Final Accounts
- Monitoring daily communications and answering queries
- Ensuring payments, amounts and records are correct
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions
- P to P Invoice processing and filing.

- Worked as Relation manager B2B sales dept. having 1 year of experience.in **ALICEBLUE FINANCIAL SERVICES PVT LTD.**

#### **AREAS OF EXPERTISE**

- **KEY RESPONSIBILITIES ARE:**
- Managing relationships with customers.
- Conducting customer interviews.
- Identifying and communicating customer needs.
- Ensuring customer satisfaction.
- Resolving customer issues and concerns.

#### **PERSONAL PROFILE**

---

Full Name	:	ASHA C
Father's Name	:	Chandrashekar C
Date of Birth	:	01/05/1999
Sex	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Languages Known	:	English, Kannada, Hindi, Arabic & Telugu
Driving License	:	Available
Reference	:	Will be provided on request.

#### **DECLARATION**

---

I hereby declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Place: Bangalore

Date :

**(Asha C)**