




Pavithra P

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EDUCATION BACKGROUND

**Seshadripuram First Grade College Yelahanka
New Town-64**

**BBA (Bachelors Of Business Administration)
2020-2023
CGPA-8.6**

**CM National Composite Pre-University College
Bandappa Garden-54**

**Commerce (GEBA)
2018-2020
Percentage-63%**

**BEL High School Jalahalli -13
SSLC (10th)**

**2017-2018
Percentage-59.5%**

WORK EXPERIENCE

**Lantana Designer Boutique (Marathalli -37)
Accountant/Administrator (2023-2024)**

Key Responsibilities:(Accountant)

- Bookkeeping & Record-Keeping
- Maintain accurate financial records (sales, expenses, payroll).
- Record daily transactions in accounting software (e.g., QuickBooks, Xero).
- Budgeting & Forecasting
- Prepare budgets and monitor financial performance.
- Analyze sales trends and assist in inventory purchasing decisions.
- Invoicing & Payments
- Prepare customer invoices.
- Payroll Processing
- Prepare and distribute staff salaries and commissions.
- Handle tax deductions and employee benefits.
- Prepare monthly, quarterly, and annual financial reports for management

Key Responsibilities:(Administrator)

- Office &Store Management
- Customer Service Support
- HR Support
- Document Management
- Productions & Operations Management

PROFESSIONAL SUMMARY

A Highly motivated and professional Executive accountant with over 1.5 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling employee with desire to take new challenges, strong worth ethic , adaptability and exceptional interpersonal skills. adept at working effectively unsupervised and quickly mastering new skills

SKILLS & PROFICIENCIES

- Written & Verbal Communication
- MS Office
- Report & Invoice
- Teambuilding
- PMO (Project Management Office)
- Multi-tasking

VOLUNTEER WORK

- Volunteered in various events at academics
- Member Of RED CAPs Association
- Made a project on HIMALAYA PRODUCTS
- Made Internship In UNION BANK OF INDIA