

MONIKA.K. S

Email: monikaks666@gmail.com

Phone no: +91-9353464840



CAREER OBJECTIVE

- To ensure challenging position in a growing organization where I would be able to utilize my capabilities to its best and in process to add value to the organization and my career.
- Excellent Business Communication Skills, Time Management, commitment towards work and good listener, keen to learn and improve skills.

ACADEMIC

QUALIFICATION	INSTITUTE	BOARD/UNIVERSITY	%	YEAR
B.COM Accounting, Taxation & Finance	RK Vision Degree College Chintamani	Bangalore North University	95%	2022
PUC	Vijaya PU College Chintamani	Karnataka Pre-University Board	94%	2019
SSLC	Kishore Vidya Bhavan Chintamani	KSEEB	82%	2017

TECHNICAL SKILLS

- Knowledge in Financial Analysis, Conflict Resolution, Project Management, Data Analysis, Accounting, Audit, accounts, taxation and GST.
- Orientation on P4 Marketing Analysis Tool and Knowledge of Data Management.
- Basic Knowledge of SAP FICO tool and outlook.
- knowledge of MS Office, Word, and PowerPoint, Basic knowledge of tally.
- Ability to handle banking and statutory related matters.
- Ability to prepare journals, bills, accounts payable and account receivables.

ABILITIES

- Proactive & Punctual, Discipline & Positive Attitude.
- Quick Learner, Leadership Quality, Multitasking and Co-ordination Skills.
- Performance Oriented, Good Communication Skills & Critical thinking, Analytical Skills, Problem-Solving Ability.
- Enhancing knowledge by doing seminars on various business related topics. Good Presentation Skills.

HOBBIES

- Listening Music, reading books, Fitness (GYM), proactively taking part in extra circular activities.

PERSONAL INFORMATION

Father's name : Krishna Murthy.B

Mother's name : Sheela.S. N

Date of birth : 17-June-2001

Gender : Female

Nationality : Indian

Languages known: ENGLISH, KANNADA, TELUGU

Permanent Address:-Villa no 122 Heritage County, Sarjapura, Bengaluru Urban 562125.

DECLARATION

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

Place: Bengaluru

MONIKA.K. S

Date: