**Resume**

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| --- |
| **SAHANA R**  **Address :**  #32 Near Mariyamma Temple  Hebbal, Bangalore – 560032  **sahana.gowdarh@gmail.com**  (+91) 9844918414  **Languages: -** Kannada, English.  **DOB: -** 14th June 1995 |

**Career Objectives**

To work as a Management Trainee with devotion and

Perseverance in a leading organization to learn and grow,

And contribute meaningfully toward the organization goal.

**Academic Background**

**June 2013-May 2016: Government First Grade Degree College-**

**Yelahanka, Bangalore, Karnataka-Bachelor of Commerce**

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| **Semester** | **Percentage** | **Note** |
| Bcom | 52% | Second Class |

**2010-2011-Govt Independent College, Hassan,**

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| **Grade** | **Percentage** | **Note** |
| PUC | 65% | First Class |

**2018-2010- SAV High School Bhadravathi,**

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| **Grade** | **Percentage** | **Note** |
| SSLC | 50% | Second Class |

**Technical Skills**

* Tally ERP.9, MS-Office, Hardware and Software.

**Experience**

**Utegration India Private Limited (June2016 – December2017)**

**Junior Accountant**

**Key Skills:**

* **Maintaining Petty Cash.**
* **Entering Director Expenses in Tally & As well As Excel.**
* **Accounting Inductions for New Employees.**
* **Discussions on accounting activities with US Team.**
* **Maintaining Director Expenses.**

**CMAA Advisors Pvt Ltd. (Jan-18 to Aug-18)**

**Accountant**

* **Tally ERP.9.**
* **GST Filing for various 25-30 Companies**
* **IT returns Filing.**
* **Monthly Statements for Various Companies.**
* **MS EXCEL AND MS Office Works.**
* **Payroll Auditing, Statutory Auditing and Vouching.**
* **Payments for employees**

**DAN GROUP (Aug-18 Continuing)**

* **TALLY ERP.9**
* **ESI And PF Calculation**
* **GST Filing**
* **Payroll**
* **Bank Activities**
* **Preparing Invoices**
* **Monthly Statement**
* **Advanced MS EXCEL and MS Office Works**
* **All Admin Works**

**Personal Details**

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| --- | --- |
| **NAME** | SAHANA RAJ GOWDA |
| **CONTACT NUMBER** | 9844918414 |
| **MOTHER NAME** | CHANDRAKALA |
| **GENDER** | FEMALE |
| **LANGUAGES** | ENGLISH, KANNADA |
| **NATIONALITY** | INDIAN |
| **RELIGION** | HINDU |
|  |  |

**DECLARATION**

I hereby declare that all given information are true to the best of my knowledge. I hope

You will consider my application and give a chance to serve in esteemed organization.

**DATE: YOURS FAITHFULLY**

**PLACE: Bengaluru SAHANA R**