

SUMAN MANJUNATH
IC – 60 Vidyanagar township (JSW STEEL),
Vidyanagar, PO Toranagallu, Ballari – 583275

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Objective

I seek challenging opportunities where I can professionally grow and fully use my skills and knowledge appropriately for the success of the organization.

Experience

KRN BABU AND ASSOCIATES, JAYANAGAR, BANGALORE

2016- 2019

Article Assistant

- Book keeping
- Accounting
- Finalization of Profit and Loss Accounts
- Finalization of Balance Sheets
- Filing of Income Tax returns
- Filing of Monthly and Quarterly GST returns
- Filing of Professional Tax, Advance Tax
- TDS Filing
- GST Registration
- GST Audits
- Statutory Audit of commercial banks
- Company Audits as per Companies Act
- Tax Audits
- Registration for shops and establishments under Labour Act

Education

B.Com SBRR Mahajana First Grade College, Mysore	74.47 %	2016
Basics in Human Resources Development CLHRD, Valencia Mangalore	9.4 CGPA	2015
Pre University Jindal Pre University College, Ballari	83 %	2013
SSLC SVEI, Mysore	85.92 %	2011
Chartered Accountancy Institute of Chartered Accountants of India, Bangalore		currently pursuing

Skills

MS Excel, Power point, word
Accounting software like Tally and Winman
Hardworking
Building interpersonal relationship
Ability to perform under pressure
Ability to work and lead the team
Focused and dedicated

Languages

English, Kannada, Hindi - Fluent in speaking, reading and writing.
Japanese – Currently learning.

Training and Certifications

Feel employable - training to prepare for employment - CLHRD
Orientation - communication skill training for Chartered Accountancy students
ITT - training in information technology specially tally for chartered accountancy students.

From Udemy

Certification in Human Resources Development.
Certification in complete personality development.
SAP - Financial Accounting and controlling Super User Training.
Japanese for Beginners.

Interests

Reading Novels, Singing, Embroidery and Cooking.

Personal Details

Date of Birth: 25th September 1995

Marital Status: Single

Nationality: Indian

Father's Name: N Manjunath

Declaration

I solemnly declare that all the information furnished in this resume is true and correct to the best of my knowledge.


(SUMAN MANJUNATH)