

Kavya Shree
D/O Shekar Amin
“Janani” Mithottu House
Yenagudde Village
Katapady Post
Udupi Tq and Dist - 574 105
Cell : +918762397056
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E-Mail : kavya.s.poojarv5@gmail.com



CAREER OBJECTIVES :

To be associated with a progressive organisation that gives scope to apply knowledge and skill and to be part a team that dynamically works towards the growth of organisation.

EDUCATIONAL QUALIFICATION :

Qualificartion	Year	Board/ University	Institution	Percentage
S.S.L.C	2009	Karnataka State Educational Board Bangalore	S.V.S High School, Katapady	80.64 %
P.U.C	2011	Pre University Board Karnataka	S.V.S P.U College, Katapady	75.33%
B.Com	2014	Mangalore University	K.V.S.M College, Katapady.	70.60%
M.Com	2016	Karnataka State Open University	MGM	65.80%

COMPUTER SKILLS :

- ❖ Microsoft Office
- ❖ Microsoft Word
- ❖ Microsoft Access
- ❖ Microsoft Power Point
- ❖ Quick Books
- ❖ Internet
- ❖ Tally, ERP 9

Work Experience:

- ❖ Working with Vijaya Industries as Accounts Assistant and office assistant since 07.04.2015

COMPETENCIES :

- ❖ Positive attitude, Desire to learn, Adaptability, Innovative thinking, Risk taking ability
- ❖ As a strategic thinker, have the ability to manage multiple initiatives within prescribed deadlines.

PERSONAL DETAILS :

- ❖ Name : Kavya Shree
- ❖ Gender : Female
- ❖ Father Name : Shekar Amin
- ❖ Mother Name : Saraswathi
- ❖ DOB : 13/08/1993
- ❖ Marita Status : Single

LANGUAGES KNOWN :

- ❖ English
- ❖ Hindi
- ❖ Kannada
- ❖ Tulu

HOBIES :

- ❖ Reading News Paper and Books
- ❖ Listening Music
- ❖ Gardening
- ❖ Playing Games
- ❖ Cooking

DECLARATION :

I hereby declare that the information given above is true to the best of my knowledge and can be supported with reliable document when needed.

Date : Katapady
Place : 28/01/2020

Signature
Kavya Shree

