

Curriculum vitae

VIJAYA .O

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CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in the company and private organization that offers professional and personal growth while being resourceful and innovative.

EDUCATION BACKGROUND:

COURSE	COLLEGE / SCHOOL	YEAR	PERCENTAGE
S.S.L.C	Govt. Girls High School Bagepalli	2011	58.24 %
P.U.C	Govt. Girls College Bagepalli	2013	71.00 %
B.com	National Degree College Bagepalli	2016	53.58 %

WORK EXPERIENCE:

Organization :- Bangalore Incinerators Pvt Ltd

Designation :- Account Executive

Duration :- 08th Feb 2017 to till now

Nature of Job handling :-

- 1. Daily working reconciling bank transactions**
- 2. GSTR1 return filling**
- 3. Preparing monthly wise cost sheet**
- 4. Vendor reconciling**
- 5. Receipt and payment entry**
- 6. Preparing Service invoice & debit & credit notes**
- 7. PT working and return & payment**
- 8. Preparing Purchase Order & Quotation**
- 9. Preparing monthly Profit and loss account**
- 10.ESI & PF working and return**

COMPUTER SKILLS:

Basic Computer Knowledge, Tally, Accounts Knowledge

STRENGTHS:

- **Hard Working & Dedication**
- **Self- Motivator**
- **Like to take challenging at work**

PERSONAL PROFILE:

Name : VIJAYA.O

Date of Birth : 12th April 1996

Father Name : Obhalesh

Gender : Female

Marital Status : Unmarried

Nationality : Indian

Languages known : English , Kannada, Telugu.

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

Place : Bangalore

Your's Faithfully

Date :

(VIJAYA . O)