

Sangeetha T B

D/O Ballarigowda K

S P 39, 8th cross,

Gandhi nagar,

Mandya. Pin:571401

Mob: +91 8310927158

Email: sangeethamdy123@gmail.com**CAREER OBJECTIVE**

To be a part of a successful organization, working towards the growth of the company by utilizing my skills.

WORK EXPERIENCE**OFFICE MAINTAINANCE:** From JAN 2017 TO MAY 2018

Shree Veerabhadreshwara Agencies (Bangalore)

Period : 20th may 2018 to present**Company:** Trinity car care Pvt Ltd. (BANGALORE) &
Ruby maratt motorcycles. (ROYAL ENFIELD) MANDYA.**Designation:** **Accountant****ROLES & RESPONSIBILITIES**

- Maintains good relationship with staff.
- Reporting to the team lead & managers regarding the work.
- Working on web based application maintains records.
- Responsible for providing service to existing customer.
- Maintains all record neatly.

ACADEMIC DETAILS

Course	University/Board	Institute	Year of passing	%
B.com	Mysore University	Government College, Mandya	2016	80.3
PUC (Commerce)	Karnataka state pre-university Board	Govt. PU College , Mandya	2013	79.83
SSLC	Karnataka State Secondary Education Examination Board	Govt. High School, Police colony, Mandya	2011	56

TECHNICAL SKILLS

- MS Office Tools
- Tally ERP 9.0
- Kannada Nudi

KEY SKILLS

- Dedication and Ambitious to the work.
- Flexible enough to handle various situations.
- Ability to work as an individual as well as group.
- Optimistic attitude and positive thinking.

AREAS OF INTEREST

- Browsing.
- Listening music.
- Reading books.

PERSONAL DETAILS

Name : Sangeetha T B
Date of Birth : 20-11-1995
Gender : Female
Father Name : Ballarigowda K
Address : D/o Ballarigowda K
S P 39 , 8th cross,
Gandhi nagar, Mandya – 571401
Karnataka- 571424
Nationality : Indian
Languages known: Kannada & English

DECLARATION

I hereby declare that the above-mentioned particulars furnished are best of my knowledge & belief.

DATE:

PLACE: Mandya

(Sangeetha T B)