

# Sushmitha



## Contact

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16 December 1997

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## Languages

English  
Hindi  
Kannada

## Hobbies

- Sketching
- Dancing
- Cooking

## Career objectives

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

## Skill Highlights

- Accounting Tally
- ERP software
- Bookkeeping
- Team working Ability
- Attentive to details
- Multitasking
- Great interpersonal and Communication skills
- Self motivation
- Data entry
- MS office Suite

## Experience

**Accountant:** March-2021 to December-2021

**Karnataka German Technical Training Institute**, Mangalore, India

- Reconciled accounts from income and expenses data net worth and assets.
- Compiled general ledger entries on short schedules with 100% accuracy.
- Analyze monthly balance sheet accounts for institution reports.
- Carry out quality assurance tests to discover errors and optimize usability.

## Education

**Master of Business Administration in Finance:** December-2020

MSNIM Business School, Mangalore

**Bachelor of commerce:** March-2018

Padua College of Commerce and Management, Mangalore

## Skills

- Basic Computer skills
- MS Office
- Tally ERP