

Curriculum Vitae

Anitha. Ranganath

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Objective:

Seeking an opportunity to utilize my skills and abilities in conjunction with my position in the industry towards professional growth, being resourceful, innovative and flexible for the organization with continuous self enhancement.

Professional Experience

- 1. Admin Executive at Inovex Enterprises (P) Ltd. From 16th Nov 2016 to 26th May 2017**

Roles and Responsibilities

- Recording Attendance of the Employees and updating HR
- Maintaining and updating the Courier register

- 2. Worked at Shriram Chits Karnataka Pvt Ltd as Accountant –with effect from 07th June 2010 to 19th Oct 2011.**

Roles and Responsibilities

- Responsible for preparing the bills, payments and day to day transactions.
- Coordinate with the Finance department in Head office which is located in Wilson Garden for getting the details of outstanding payments, employee salaries.
- Responsible for bills through courier to H.O send details through mails, keep track of due dates of payments, sending reminders, etc.
- Maintain Monthly Review Reports
- Maintain Daily Tracker of the transactions
- Documentation

- 3. Worked as Cashier at Lifestyle, Malleswaram, Bangalore**

Roles and Responsibilities

- Billing
- Collecting Cash/Card/Vouchers/Cheque
- Updating and settling the cash to the Supervisor by End of the day

Qualifications:

Qualifications	Board/University	Year of passing	Percentage secured
S.S.L.C	Grasim Sirigannada School	2003	70.08
Pre University	Polyfibers Composite P. U. College	2005	70.50
Graduation (B.com)	Sri Giriamma R Kantappa Shristi College	2008	85.57

Personal Memoranda

Name : Anitha. Ranganath
Father's Name : Dakappa . L. Gaddad
Husband Name : Ranganath. J
Date of Birth : 15/06/1986
Gender : Female
Marital Status : Married
Address : B-306, Sree Sree Shine Apartments,
Venkateshwara Layout, Yarandhalli Village,
Bommasandra Jigani Link Road,
Bangalore - 560105
Spoken language : Kannada, English & Hindi
Hobbies : Cooking
Strengths : Good Interpersonal Skills & Quick learning capabilities, Active and creative person, Optimistic, Enthusiasm.

Declaration:

I hereby declare that all the above furnished details are true to best of my knowledge.

Place: Bangalore

Date:

Anitha. Ranganath

