

Nikitha KO

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CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skills.

EDUCATION DETAILS

COURSE	NAME OF THE INSTITUTION	BOARD OF STUDY	YEAR OF COMPLETION	PERCENTAGE
SSLC	Sri Vani Girls High School	State board	2013	52.8%
II nd PUC	St Antony's Pu College	State board	2015	72%
B.com	Darshan College	State board	2018	75%

EXPERINCE

Company : Ds Max Properties Pvt Ltd.,
Duration : 01 Year
Designation : Accountant

- Tally operating
- Raising payment bills and along verifying with related documents
- Verifying Bank reconciliations on time to time
- Observing the employee's attendance and making salary payment documents
- And over all tacking care of accounts division.
- Maintaining a good relationship with team mates and with higher management.

Company : Sms Labs Services Pvt Ltd
Duration : 02 Year
Designation : CRM Executive

- Sea foods Sample booking in a software called as LIMS.
- While booking a sample document need to be check thoroughly and verifying the sampler data sheets along with it.
- After sample booking samples need to handover to the concern department with proper manner and maintaining record of it.
- Maintaining a Turn around time with report coordination team and with customer.
- Daily work flow chart preparing and circulating the same with reporting team.
- Collection of proper paper work And maintaining a documents for audits like surprise visits, virtual audits and internal audits.
- And number hand written records on time to time manner.
- Maintaining a good relegation ship with clients, teammates and with higher Management and the same time securing the acc

COMPUTER KNOWLEDGE

- * Proficiency in MS office and Windows
- *Tally
- * QLIMS software operating
- * Data entry, Letter typing and excel works
- *Coordinator with Supervisor and Executives

LANGUAGES KNOWN

LANGUAGE	Read	Write	Speak
English	✓	✓	✓
Kannada	✓	✓	✓
Malayalam	-	-	✓
Tamil	-	-	✓

PERSONAL DETAILS

Name	:	Nikitha KO
Sex	:	Female
Date of Birth	:	12-Feb-1997
Father Name	:	Omana Kuttan
Mother Name	:	Reena
Marital Status	:	Unmarried
Nationality	:	Indian
Caste & Religion	:	Hindu

DECLARATION

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Place : Bangalore

Date :01-October-2021

(Nikitha KO)