

Curriculum Vitae

MURALIDHAR .S

327, 2nd Cross,
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Bangalore-560029.
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Educational Qualification:

B.Com	Bangalore University (B.E.S. College)	2003
P U C	B.E.S. College, Bangalore.	1999
S S L C	Christa Vidyalaya School, Bangalore.	1997

Technical Qualification:

- Diploma in Computer Operator and Programming Assistant with 73%.
 - ❖ Module covered: Fundamentals, Dos, Windows, MS-Office, Cobol, Dbase, Lotus 123, and wordstar.
- Certificate course in Tally 4.5, 5.4, 6.3 & 7.2.

Other Qualification:

- English Junior Typewriting with 96%.
- Kannada Typewriting
- English to Kannada and Kannada to English Translation

Work Experience

1. : 1 year at Sri Vinayaka Agencies [Hindustan Lever Limited Beverages Agency] as an Accountant and computer operator. Job profile was to maintain the list of customers, day to day accounts, billings, banking transactions, day to day administration tasks etc., all of these maintained in Tally package and Ledger books.

2. : 2.5 years at M/s Lakshmi Stone Crushers [Jelly & bricks mfg. & suppliers] as an Accountant. Job profile was to maintain the list of customers, daybook, collection and billings, banking transactions, sales tax, income tax, day to day administration tasks etc. All of these maintained in Tally package and Ledger books.

3. : 1 year at M/s Keshri Infotech [Computer showroom] as an Accountant. Job profile was to maintain the list of customers, daybook, collection and billings, banking transactions, sales tax, income tax, VAT returns, TDS, Credit card control, Inventory, day to day administration tasks etc. All of these maintain in Tally 7.2.

4. : Currently working at M/s BSS Microfinance Pvt. Ltd., [Micro Finance Institute – NBFC] as Project Executive from last 2.5 years. Job profile is to preparation financial statements, Ratio analysis, RBI filings, Depreciation Schedule, Loan Disbursement Need Track, Internal Audit, tally consolidation, banking transactions, BRS, computation of income, day to day administration tasks etc.

5. : 2 year at Softline Software as a data entry operator and translator. Job profile is to do data entry for outsourcing data in MS Excel and in MS Word and English to Kannada translation in Nudi software and in Akruthi Software.

Personal Profile:

Date of Birth : 18-06-1981
Fathers Name : Siddaiah .L
Permanent Address : #327, 2nd Cross, B.H. colony, S.G. Palya,
D.R.C. (post), Bangalore-560 029.

Languages Known :
To Write : English, Hindi & Kannada.
To Read : English, Hindi & Kannada.
To Speak : English, Hindi, Kannada, Telugu & Tamil.
Hobbies : Listening to Music & Reading newspapers.

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

Date:

Place: Bangalore.

(MURALIDHAR .S)