

LATHA SK

Email:lathask0711@gmail.com

Mobile:8892316580 (Alternative No-8748996224)

CARRER OBJECTIVE:

To be a part of the workforce, I hereby doing the work with great interest. By using my knowledge and learn things and improve my skills to make the overall growth of the company and myself.

ACADEMIC DETAILS:

- Completed B.COM from Govt. First Grade College Ripponpet in the year 2019 affiliated to Kuvempu University with a percentage of 80.80.
- Completed P.U.C from Govt P U College Anandapuram in the year 2016 with a percentage of 61.60.
- Completed Schooling from Govt High School, Anandapuram in the year 2014 with a percentage of 64.

EMPLOYMENT HISTORY:

- Worked as a translator from 08-06-2021 to 25-03-2023

PROFESSIONAL SUMMARY:

Experienced in Tally to manage the company accounts,Maintaining Stock book.

TECHNICAL SKILL SET:

- Tally, Microsoft Excel, Basic computer skills, Kannada and English Typing.

PERSONAL SKILLS:

- Good Communication skills.
- Interpersonal skills, Compatible nature and Quick learner.

ACHIEVEMENTS:

- Maintained the stock book and company accounts.

PERSONAL DETAILS:

Name : Latha S K
Father's Name : Krishnappa Shetty
Mother's Name : Indramma
Nationality : Indian
Date of Birth : 11/12/1997
Hobbies : Listening Music.Playing games.
Languages Known : Kannada, English.

DECLARATION:

I hereby declare that the above mentioned details are correct up to my knowledge.

Date:15-04-2023
Place:Shivamogga

(LATHA S K)