

# RACHANA M

Nandagokula House Masthikatte, Moodbidri Dakshina Kannada  
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## Objective

Dedicated and analytical M.Com graduate seeking an entry-level position in finance, accounting, or business administration. Eager to apply theoretical knowledge and analytical skills to real-world business challenges and contribute to organizational growth.

## Education

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|--|------|------------|
| • Manjunatha Pai Memorial Govt First Grade College, Karkala<br>Masters in Commerce | 2024 | CGPA 7.3   |
| • Sri Mahaveera College, Moodbidri<br>Bachelors in Commerce                        | 2022 | CGPA 8.4   |
| • Holy Rosary PU College, Moodbidri<br>PUC in Commerce                             | 2019 | 89 Percent |
| • Holy Rosary High school, Moodbidri<br>SSLC                                       | 2017 | 83 Percent |

## Certified Course

- Certification on Leadership Training program
- Certification on Tally ERP9
- Certification on Employability Sills

## Technical Skills

- MS Applications
- Tally ERP Software
- Payroll Software
- Financial Statement Analysis
- Taxation Tools

## Soft Skills

- Good Communication in English
- Adaptability to the Situation
- Problem Solving

## Declaration

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