

CURRICULUM VITAE

ASHA CHANNOJI

House No 30, Dayanand Colony

Nagashetti Koppa Extension,

Hubli – 580023

Cell:7829676187, Mail: asha16d@gmail.com

Career Objective:

To seek a position in organization, where I can enhance my knowledge and skills along with the organization growth

Qualification:

- MBA (Finance & Marketing)
Global Business School, Hubli (Karnataka University)
- Bsc (Computer Science)
Karnatak College, Dharwad (Karnataka University)
- PUC, Karnatak College, Dharwad
- SSLC, B.M.E.M.H.S, Dharwad

Work Experience:

- **Classic Pu College, Dharwad**

Position : Business Studies Lecturer & Co-Ordinator

Role

- Handling Business Studies Class for PUC students
- SATS Work
- Scholarship Work
- Accounts Handling of PU College
- Other works related to PU Board
- UDISE Updation
- Coordinating meetings
- Maintaining all circular from PU Board.
- Working on all the cases related to student examination section.

Period: June 2019 to March 2014

➤ **Surgenciaa (A Brand Of WebTalk E Commerce Pvt Ltd)**

Position : Accounts Executive

Role

- Handling all cash Inflows and Outflows
- Bank Reconciliation
- GST
- Invoicing
- Forex

Period: November 2017 to April 2019

➤ **OCWEN Financial Corporation, Bangalore**

Position: Associate for Imaging Department

Role:

- Identifying the mortgage loan document
- Attributing the loan document

Period: February 2014 to January 2015

➤ **Getit Info service Pvt Ltd, Hubli**

Position: Executive for Media Solution

Role:

- Product Demo
- Client Follow Up
- Negotiation and Deal Closure

Period: April 2013 to July 2013

➤ **Rural and Urban Development Association, Dharwad**

Position: Co-ordinator

Role:

- Point of contact between team leader and field workers

- Collection of daily reports from field workers and initial analysis
- Field visit

Period: August 2006 to May 2008

➤ **Karnatak Rural Development Society, Dharwad**

Position: Computer Operator

Period: February 2005 to June 2006

Technical Skills:

- Proficiency in MS-Word, MS-Excel, MS-Power Point
- Computer Languages: C, C++, JAVA, VB

Additional Skills:

- Excellent communication skill
- Team management skill

Personal Details:

Marital Status : Married

Languages Known : English, Hindi & Kannada

State of Domicile : Karnataka

Declaration:

I hereby declare that the information mentioned above are true to the best of my knowledge.

Yours Sincerely

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