



Celebrating 10 Glorious Years

International School of Management Excellence
Approved by AICTE, MHRD, GOI.

File Accounts

Interview Form

Personal Information

Name	DODDA MUNIYAPPA
Name as it appears in 10 th certificate	SOME AS ABOVE
Father's Name	CARE MUNIRAJU.M
Mother's Name	MUNIPELLAMMA
Date of Birth	19/08/1986
Religion and Caste/category	
Mother Tongue	TELEGU
State of domicile	KARNATAKA
Marital Status	MARRIED

Educational Qualifications – Starting from the highest qualification to graduation

Degree	Class obtained	Year of passing	Name of the University
B. Com		2007	BANGALORE UNIVERSITY

(Please fill in all the details and don't leave any cells blank. On being shortlisted/selected for appointment, you are required to produce original documents in support of the information provided by you above. In the unlikely case of not able to produce the original documents or the information is in variance with the above, the offer of employment shall stand withdrawn and void.)

All the information given above are true and correct to the best of my knowledge. I understand that if any information given above my me is found false, my employment stands withdrawn and null and void.


Signature of the applicant

Sy. No. 88, Chembanahalli, Near Dommasandra Circle, Sarjapura Road, Bengaluru-562125
Corporate Office : cap-1, Export Promotin Industrial Park, Near ITPL, Whitefield, Bengaluru – 560 066
Phone No: +91 8028019800. Email: admin@ismc.in Web : www.ismc.in

Offhand 26K
Accounts Adm
(Mohana)

Cover

CURRICULUM VITAE

Doddamuniyappa.M (Raju)

Email: muniyappa1986@gmail.com

Phone: 9743560700, 7892565255

34 years
In HSR.

34 years

Mohana
18/11/2013

CAREER OBJECTIVES

A position that involves the application of my management skills to make contribution towards the growth of the organization and to open up my career for future learning and to be resourceful, To work creatively and to my fullest potential in an open and thought provoking environment.

SUMMARY OF SKILL & EXPERIENCE

- ❖ Worked in Open Plan Office Systems as an Accountant and Admin. Around 14 years.
- ❖ Skilled leader with the ability to develop teamwork and achieve superior results.
- ❖ Quick learner & Ability to adapt to changes quickly.
- ❖ Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment

PROFESSIONAL EXPERIENCE

Company: Open Plan Office Systems.

Designation: Accountant and Admin

Joined Date: 8th September 2007

Till Date

28,000/-

2021 14 years

- Tally entries
- Bank Reconciliation
- Invoicing
- GST Returns filing

July
Working till Sep

Staff - 12
Contract - 50

1 Prom
1 Assistant

Radhe Krishna G. S
9448075328

ACADEMIC QUALIFICATION

- ❖ B.COM (Commerce)-58% in 2007 from SLN College Bangalore ✓✓
(Bangalore University). *Kalasaipalyam*
- ❖ PUC (Commerce) - 50% in 2004 from SLN College Bangalore. ✓✓
- ❖ 10th- 57% in 2002 from Govt. High school Bangalore. *Agara* ✓

TECHNICAL ENVIRNMENTS

- ❖ M S Office: Excel, Word, PowerPoint
- ❖ P.G.D.C.A (Post Graduation Diploma in computer Application) NICT in Bangalore
- ❖ Tally: ERP 9 (1-4 Volumes) Sanford Computer Academy, Bangalore

PROFESSIONAL AWARDS AND RECOGNITION

- ❖ Won innovative suggestions award for the project titled Mentoring team.
- ❖ Recognized as in quality and quantities of entries done in accounts.
- ❖ Recognizing as a Good Team Leader, Punctual & Hard worker.
- ❖ Ability to work individually as well as in a team.

HOBBIES AND INTERESTED AREAS:

Watching TV, Sports
Listening Music.
Playing Cricket and Tennis

Age: 34 years old

LANGUAGES KNOWN:

English, Kannada, Telugu, Tamil and Hindi

PERSONAL INFORMATION

NAME : Doddamuniyappa.M (Raju)
FATHERS NAME : Muniraju.M
DOB : 19th August 1986
SEX : MALE
MARITAL STATUS : Married
NATIONALITY : Indian
MOBILE : 9743560700, 7892565255.

ADDRESS:

Doddamuniyappa.M
S/o - Late.Muniraju.M
No-232/237, 4th B Main, A.P.Ramaiah Street,
Agara Village, Sarjapura Main Road,
Bangalore-560102

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

Doddamuniyappa.M