

# CURRICULUM VITAE

Post applied for : Accounts

Name : Greeshma Xavier  
Address : Balummel House  
Kannamaly p.o  
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## CAREER OBJECTIVE

To keep accounts updates by posting the transactions timely and to provided suitable MIS to the management for their decision making.

## ACADEMIC QUALIFICATION

Degree/Examination	Board/University	Year Passing	Optional
SSLC(X)	Board of General Education Department of Kerala	2012	General
HSE(XII)	Board of Higher Secondary Examination	2014	Commerce
B.com	Mahatma Gandhi University	2017	Co-operation

## TECHNICAL SKILLS

MS Office, Word, Power point, Coral draw, Photoshop, Tally-9

## WORK EXPERIENCE

➤ Fresher

## LANGUAGE SKILL

Language	Read	Write	Speak	Proficiency
Malayalam	Yes	Yes	Yes	Proficient

English	Yes	Yes	Yes	Intermediary
Hindi	Yes	Yes	No	beginner

### PERSONAL PROFILE

Father's name : Xavier. B.A  
Date of birth : 20-09-1995  
Gender : female  
Marital status : single  
Nationality : Indian  
Religion& cast : Christian, Latin Catholic

### DECLARATION

I here declare that the above said information are true and correct to the best of my knowledge and belief.

Place : kannamaly

Greeshma Xavier