

Sreekutty Harshan R

Radhamandiram,
Kumbalam P O
PIN:682506, Ernakulam,
Kerala, India
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Profile Summary : To establish myself as committed team player armed at achieving corporate goals and to contribute the best of my ability towards the growth and development of the company.

Professional Experience :

**1) Yaagi Group of Company
,Elamakkara As
Billing Assistant for One year 6 months
(Present)**

Reference: Sudheesh T S ,Supervisor
, Ph : +91 9526006288

- Sales & Purchase Entry
- Purchase Order Clearance and Updation
- E way bill for vehicles

2) ABM 4 Traders

- Tally Billing

Personal info:

Date of birth : 19 May 1990
Age : 28
Gender : Female
Marital Status : Married
Languages known : Malayalam, English & Hindi

Academics Qualification :

2011–2013 Msc Aquaculture – MGU (64%)
2007 – 2010 Bsc botany-MGU(62%)
2005 – 2007 +2 Science (62%)
2005- 10 th (64%)

Professional Qualification:

- Computer Teachers Training Course(one Year)

Software Knowledge :

- Word
- Excel
- Powerpoint
- Gmail
- Photoshop
- Tally

Attributes :

Confident, Hardworking, Punctual, Creative Leadership Quality and Honest

Declaration:

I hereby declare that the above mentioned facts are true and correct to the best of my knowledge and belief.

SREEKUTTY HARSHAN R