**RESUME**

**PONNU ELIZABETH S.P**

**PADATHU HOUSE,**

**AMBADIMALA**

**KADUNGAMANGALAM P.O**

**THIRUVAMKULAM - 682305**

**ERNAKULAM [DIST]**

**MOB: 9400554953**

**E-MAIL: ponnuelizabeth17@gmail.com**

**CAREER OBJECTIVE**

To pursue a challenging and audacious career in an organization that provides me an opportunity to utilize my skills to become an eminent professional with excellent analytical and functional ability.

**COMPUTER SKILL**

* Knowledge of Tally erp9 with GST.
* Knowledge of MS-office, MS-excel, internet.
* Knowledge of Peachtree, QuickBooks, SAP.

**WORK EXPERIENCE**

* 6 months practice at E-smart solutions (tax consultant office)

 (Maintains preparing TDS return, vat return, e-filing, sales,

 E- Tenders etc.)

* Working as an Accounting Faculty at G-Tec computer Education.

**ACADEMIC RECORDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Of Institution** | **Course** | **Year Passed** |  **Percentage** |
| ST:JOSEPH’S,TRIPUNITHURA | S.S.L.C | 2011 | 75% |
| ST:IGNATIOUS KANJIRAMATTOM | PLUS TWO | 2013 | 85% |
| S.S COLLEGE POOTHOTTA | B.COM Computer Application | 2016 | 78% |

**LINGUISTIC ABILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **To Speak** | **To Read** | **To Write** |
| English |  |  |  |
| Malayalam |  |  |  |
| Hindi |  |  |  |

**PERSONAL DETAILS**

Date of Birth : 17-11-1995

Father’s Name : Shiju Kuriakose

Mother’s Name : Sussy Shiju

Sex : Female

Religion& Caste : Christian, Jacobite

Marital Status : Single

Nationality : Indian

Driving Licence : Two & LMV

 **DECLARATION**

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

Date : 28-11-2018

Place : Ambadimala PONNU ELIZABETH S.P