

RESHMA SUSAN MATHEW

Peediakal (H)

Devagiri P.O, Kangazha

Kottayam Dist

Pin: 686555

Mobile: 8281944476

Email: ponnu1995@hotmail.com



CAREER OBJECTIVE

A challenging and rewarding position in a good organization where I can utilize my skills and knowledge. I aspire to find a leadership position where I will be responsible for garnering profits and extending customer bases.

ACADEMIC QUALIFICATION

MBA in Finance and Marketing (2016 - 2018): 70% (Upto 3rd Semester)

SCMS School Of Technology And Management, Kalamassery, Cochin

M. G. University, Kerala

B.Com in Computer Application (2013 - 2016): 65.91%

Saintgits College Of Applied Sciences, Pathamuttom, Kottayam

M. G. University, Kerala

12th (2012 - 2013): 87%

Our Own English High School, Dubai

CBSE

10th (2009 - 2010): 80%

Our Own English High School, Dubai

CBSE

PERSONAL ATTRIBUTES

Excellent verbal and communication skills
Team building
Quick learner and adaptive by nature
Good interpersonal skills and ability to work under pressure

PROFESSIONAL EXPERIENCE

Worked as an intern at M.K. Kuruvilla Chartered Accountants Firm, Kottayam for a period of one month from 1.04.2015 to 1.05.2015.

6 months working experience with Globesta Auditors, Kottayam from 1.08.2018 to 1.01.2019.

PROJECTS HANDLED

B.Com

A study on “The Tourist Satisfaction With Special Reference To Alapuzha District”

MBA

A study on Life Insurance Claims at SBI Life Insurance, Thiruvalla

Conducted a campaign on “Say No to Colourism” as a part of digital marketing from 15.07.2017 to 25.09.2017.

Conducted an organization study at Kitex Limited, Kizhakambalam, for a period of one month from 4.04.2017 to 4.05.2017.

Conducted a major project at South Indian Bank, Bangalore, for a period of two months from 4.02.2018 to 6.04.2018.

ADDITIONAL QUALIFICATION

Have passed NISM-Series-V-A: Mutual Fund Distributors Certification Examination, 2017

Have practical knowledge in Auditing, Taxation (GST, TDS, Income Tax) and Banking Accounting Software's (SAP, QuickBooks, Peachtree, TALLY ERP 9, MS Excel).

SOFTWARE SKILLS

Office Package: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access

LANGUAGES KNOWN

Proficient in English and Malayalam

Knowledge of Hindi

EXTRA CURRICULAR ACTIVITIES

Represented school and college in indoor and outdoor games

Won 2nd prize at inter college fest “Mahasangram” for HR Game

Have participated in a seminar on Intellectual Property Rights

INTERESTS/HOBBIES

Interest: Bank Management, Financial Management

Hobbies: Sports, Cooking, Dancing

PERSONAL DETAILS

Father's Name: Mathew P Joseph

Mother's Name: Shirly Mathew

Date of Birth: 16-04-1995

Gender: Female

Nationality: Indian

Religion: Christian

Marital Status: Single