***RESUME***

**SREEVIDHYA K U**

**MOB: 9746180551**

**Email: vku645061@gmail.com**

***OBJECTIVE***

A career in a reputed firm where my personal skills can be advanced and improve the knowledge by comply with the requirement of the reputed firm.

***SUMMARY OF QUALIFICATIONS***

* Excellent interpersonal and negotiating skills; adept at defusing potential problems.
* Proven oral and written communication abilities.
* Adaptable to new concepts and responsibilities.
* Proficient in handling diverse tasks simultaneously.

***TECHNICAL QUALIFICATIONS***

* Well practiced in MS Office….Word, Excel.
* Experienced in working with Tally.
* Skilled in using internet.
* Professional Diploma in Computerized Financial Accounting.
* Certificate in Word processing and Data Entry Operator.
* Certified in Customer Care Relationship Executive-WAYLINE.

***PERSONAL EXPERIENCE***

* Working 1 year as **Asst. Accountant** in **SMEK** (DEALER of Medical Equipments) Pvt Ltd.
* Working 1years (2006-2007) as **DEALER** in **UTI SECURITIES LTD,** Karingachira.
* Working 6 years (2007-2012) as **OFFICE ASSISTANT &DEALER** in **STANDARD CHARTERED SECURITIES INDIA LTD** (Franchisee-Stock Broking), Karingachira.
* Working 2 years (2017-20….) as **DEALER** in **MUTHOOT SECURITIES LTD**, Karingachira.

***EDUCATIONAL QUALIFICATIONS:***

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE COMPLETED** | **BOARD OR UNIVERSITY** | **YEAR OF PASS** | **%** |
| SSLC | STATE BOARD OF KERALA | 1999 | 58% |
| PLUS TWO | STATE BOARD OF KERALA | 2002 | 62% |
| B.COM with Co-operation | M G university | 2005 | 52% |

***STRENGTHS:***

* Learn and grasp subjects quickly.
* Adaptive to any kind of work atmosphere.
* Willingness to shoulder responsibilities.
* Social, Co-operative and a Team player.
* Independent and self -motivated.

***PERSONAL DETAILS:***

|  |  |
| --- | --- |
| **NAME** | **: SREEVIDHYA K U** |
| ADDRESS | : PARAPPILLIL HOUSE,PARAPPILLIL ROAD, THIRUVANKULAM,ERNAKULAM. |
| AGE | : 34 YEARS |
| DATE OF BIRTH | :30-05-1984 |
| SEX | : FEMALE |
| MARITAL STATUS | : MARRIED |
| RELIGION &CASTE | : HINDU,NAIR |
| NATIONALITY | : INDIAN |
| LANGUAGES KNOWN | : MALAYALAM,ENGLISH,HINDI |

***DECLARATION:***

 I hereby declare that the facts declared above are true and sincere to the best of my knowledge.

Place: Ernakulum

Date: ………………….

Sreevidhya K U