***CURRICULUM VITAE***

***MEGHNA .U***

***Contact No. : + 91 7736560952***

***E mail:*** ***meghnar007@gmail.com***

***Career Objectives:*** *To gain experience in the field of administration and also utilize my skills, in order to increase productivity of organization and individual growth.*

***Skill sets:***

* *Strong analytical, problem solving, organizational ability*
* *Written and communication skills*
* *Ability to deal with people diplomatically*
* *Willingness to learn*

***Personal Traits:***

* *Best in Communication skills*
* *Reading News paper daily*
* *Searching for new updates in the internet*

***Educational Qualification:***

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Course*** | ***University/Institution*** |
| ***2017*** | ***M.Com***  | ***Madurai KamarajUniversity*** |
| ***2014*** | ***B.Com*** | ***Kerala University*** |
| ***2009*** | ***Plus Two*** | ***Higher Secondary Board*** |
| ***2007*** | ***SSLC*** | ***State Board*** |

***Work Experience:***

***RAJAGIRI HEALTH & EDUCATION TRUST, ALUVA***

***Joined as an Executive (Junior)from 18/12/2017 to till date***

* ***Preparing monthly & Annual stock audit reports and sending to finance***
* ***Preparation of Annual rate contract of Laboratory items and medical consumables***
* ***Collecting rate quotations from suppliers***
* ***Preparing rate files for approval***
* ***Handling OT return items***
* ***Taking Surgery Consumptions and***
* ***OT billing***

***JOHN’S UMBRELLA MART, ALAPPUZHA:***

***Joined as a Corporate Sales Executive from 01/02/2016 to 15/12/2017***

* ***Preparing rate quotations for different companies& corporates***
* ***Taking bulk orders from companies &providng the rate***
* ***Sending approval for customized printing***

***Technical skills:***

* *Knowledge in Tally*
* *Excel & Word*
* *Internet Savvy*

***Certification:***

* *C-DAC, GIST Certification in Tally-9.0*
* *Certification in Tally-09 from IT Kerala*

***Achievements:***

* *Participated in the Hand Ball & Athletic team in the District & State level School games*
* *Participated in the dance competitions at the school*
* *Won 4 medals and certification in Athletic.*

***Personal Details:*** *Date of Birth : 15/02/1992*

*Father’s Name : M.V. Udayakumar*

*Nationality : Indian*

*Religion : Hindu (Vishwakarma)*

*Marital Status : Single*

*Languages Known : English, Hindi, Tamil& Malayalam*

*Address : NaduvilaParambil*

*Poonthoppu Ward*

*Avalookunnu P O*

*Alappuzha, Kerala-688006*

***Interested In:***

* *Travelling*
* *Drawing*
* *Cooking*

***Declaration***

***I hereby declare that the above informationis true and correct to the best of my knowledge and belief. I hope that my qualification will meet your requirements.***

***Date : Thanking your***

***Place: Yours obediently,***

*** Meghna U***