

CURRICULUM VITAE

SREEJA NARAYANAN

Puthuvalnivarth

Velorvattom , C M C 2

Cherthala.P.O

Alappuzha , 688524

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OBJECTIVE

To work in a professional environment where my qualification provides me an opportunity for advancement and challenge to handle responsible post where I can show my caliber work skills and strength for betterment of the organisational growth.

PERSONAL DATA

Nationality	Indian
Sex	Female
Marital Status	Married
Date of Birth	25.05.1990
Place of Birth	Cherthala
Blood Group	B +
Religion	Hindu
Caste	Ezhava
Community	O B C
Name of Husband	Prabhash.P.M

EDUCATIONAL QUALIFICATIONS

Sl no	Course	Register number , Month and year of passing	University/Board
1	B Com (Co- Operation)	603543 , April 2010	University of Kerala
2	V H S E (Office Secretaryship)	29711 , March 2007	State Board Of Vocational Higher Secondary Examinations,Kerala
3	S S L C	337196 , March 2005	Board Of Public Examinations,Kerala

TECHNICAL QUALIFICATIONS

Sl no	Course	Course duration	Name of Institution
1	Certified Tally Accounting Program	6 month course & Grade A+	National Institute Of Technology,Alappuzha
2	MS Office 2007 with Internet Services (Windows Xp, MS Word 2007,Ms Excel 2007,Ms Power point 2007, Internet & Email	From 04/11/2014 to 02/01/2015	National Institute Of Technology,Alappuzha
3	Desk Top Publishing (Adobe pagemaker, Malayalam software, Corel Draw and Photoshop)	From 05/01/2011 to 15/04/2012	National Institute Of Technology,Alappuzha
4	MS Office 2000 with Internet	From 18/04/2007 to 27/06/2008	National Institute Of Technology,Alappuzha

*** Operating Environments : IDS**

PERSONAL SKILLS

- *Proof reading documents to a high standard
- *Used to working office equipments and computers for long periods of time
- *Identifying opportunities for administrative improvement
- *Excellent telephone manner
- *Able to efficiently work under pressure
- *In-putting data accurately and efficiently
- *Hard working and a fast learner
- *Confidence
- *Dedicated to work assigned

EXPERIENCE

- * Worked at Vasundhara Sarovar Premere (Vasu Coco Resorts Pvt Ltd) Vayalar, as Accountant Trainee From 19 february 2018 to 24 January 2019

DUTIES

- *Checking of CASH Transactions and posting on daily basis
- *Verifying all account postings and balances
- *Checking POS bills
- *Food and Beverage costing
- *Monthly GST input details
- *Providing Support to the Institution through both administrative and clerical duties
- *Maintaining Office stationery and I T Equipments
- *Providing a high standard of service to customers
- *Printing and collecting all paper work required for the next working day
- *Gathering useful and important information by phone,letter,email or in person
- *Photocopying and scanning administrative documents
- *Handling telephone information requests
- *Processing incoming and outgoing mail

I hereby declare that all the details given above are true,complete and correct to best of my knowledge and belief.

Place : Cherthala

Date : 26.04.2019

SREEJA NARAYANAN