

DAYONA S

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OBJECTIVES

Seeking a position to utilize my skills and abilities in the industry that offers security and professional growth being resourceful, innovative and flexible

PERSONAL SKILLS

A quick learner, ready to take challenges an good team player to be part of common goal, ready to stick to strict timeline of activity. Willing to change and grow with the responsibility assigned to achieve the common goal of an organization.

EDUCATIONAL QUALIFICATION

<i>Qualification</i>	<i>Board/University</i>	<i>Year Of Passing</i>
<i>S S L C</i>	<i>Kerala Board</i>	<i>2000</i>
<i>VHSE</i>	<i>Kerala Board</i>	<i>2002</i>
<i>Bcom(Co-operation)</i>	<i>Kerala University</i>	<i>2005</i>

LANGUAGE KNOWN

<i>Languages</i>	<i>Read</i>	<i>Write</i>	<i>Speak</i>
<i>Malayalam</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>English</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>

COMPUTER SKILLS

- ❖ Diploma In Finacial Accounting(DFA)

EXPERIENCE DETAILS

- ❖ 1 year experience in Hollymar Central School,Edamon,Kollam as a Accountant
- ❖ 1 year experience in Sree Bhadra Furniture Palace,Punalur,Kollam,as a Accountant

PERSONAL DETAILS

Father'S Name	:	K Sundaresan
Sex	:	Female
Date of Birth	:	18-05-1985
Religion & Caste	:	Hindu,Ezhava
Marital Status	:	Married
Nationality	:	Indian

PERSONAL QUALITIES

- ❖ Dedication to work
- ❖ Easily adjustable to situation & smooth handling of issues
- ❖ Good Interpersonal & Communication skills.
- ❖ Able to Solve Problems
- ❖ Creativity

PASSPORT DETAILS

Passport No	:	H7087142
Date of Issue	:	04-12-2009
Date of Expiry	:	03-12-2019
Place of Issue	:	Trivandrum

DECLARATION

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

Place: Punalur

Date :

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