

# CURRICULAM VITAE



## MARY GEETHU

PALAKKAPARAMBIL (H)

CHERAI P.O, PIN: 683514

ERNAKULAM DIST, KERALA, INDIA

Email: [marygeethujosejishin@gmail.com](mailto:marygeethujosejishin@gmail.com)

Contact No: **+91-7592947270**

### CARRER OBJECTIVE:

To associate with dynamic work environment, which offers scope of grow both professionally and personally. Aspiring to be part of an organization, wherein my educational qualification will be useful to play an effective and constructive role for the progress and prosperity of the organization.

### STRENGTH:

- Provides strong leadership
- Thorough knowledge of Accounting
- Strong analytical, problem solving, organizational ability
- Written and communication skills,
- Ability to deal with people diplomatically,
- Willingness to learn
- Loyal to the work

### COMPUTER PROFICIENCY:

- Operating systems all windows environment
- Package MS OFFICE
- TALLY
- INTERNET
- COMPUTER PROGRAMING- C++
- VISUAL BASIC PROGRAMMING

## EMPLOYMENT HISTORY

**Job Role:** Junior Officer- Tax consultant

**Organization:** GANESH IYER TAX CONSULTANCY, KODUNGALLOR

**Duration:** May 2018 to till date

### Responsibilities:

- All the receipts and issuances are correctly documented in a timely manner
- Responsible for all the tasks are completed within the stimulated time period.
- Handle the responsibilities of all the activities carried out within the defined quality standards
- Document all the actions taken against the notification in TALLY
- Income tax filing –individuals
- GSTR-1 and GSTR- 3B filing.

## ACADEMIC QUALIFICATION:

QUALIFICATION	AGG:% MARKS	BOARD/UNVRSTY	SCHOOL/COLLEGE
M.com	Result Waiting	Mahatma Gandhi	St:Antony's college, Mala
B.Com	78%	Mahatma Gandhi	College of Applied Science , Puthenvelikkara
CLASS XII	81%	KERALA	VCS HSS , Puthenvelikkara
CLASS X	82%	KERALA	St. Joseph High school, Chathedom

**PERSONNEL DATA:**

**Date of birth:** 27th October 1995

**Gender:** Female

**Nationality:** Indian

**Marital status:** Married

**Religion / Caste:** Christian / Latin

**Languages known:** English, Hindi, Malayalam

**DECLARATION:**

I hereby declare that the above mentioned information is correct to the best of my knowledge.

**MARY GEETHU**

Date: 25-October-2019

Place: CHERAI