

## **DEVIKA UNNI**

**Email** : devikadevu152@gmail.com

**Mobile No** : 8136865726,8078405726



### **CAREER OBJECTIVE**

To exhibit my skills in a challenging work environment and be a positive team player with a can do attitude there fulfilling my individual role and contributing to the organizations growth.

### **EXPERIENCE**

- 1year experience as an Accounts trainee in a Tax Consultancy (Tax watch Centre)
- 1year experience as an Accountant in a private firm.

### **EDUCATION QUALIFICATION**

- B.com computer application – Kerala University
- Plus-Two – State Board
- MCOM (Doing)

### **TECHNICAL SKILLS**

- Tally ERP 9.0
- GST
- MS Office
- Adobe

### **WORK EXPERIENCE**

- Maintaining the accounting records of clients in Tally.
- Proficiency in handling Microsoft word and excel.
- Filing GST Returns.

## **PERSONAL SKILLS**

- Flexible and adaptable to change
- Dependable
- Strong work ethics
- Punctual
- Organization

## **PERSONAL PROFILE**

NAME : Devika Unni  
GENDER : Female  
DOB : 20-05-1997  
FATHER'S NAME : Unnikrishnan K  
MOTHER'S NAME : Rajeswary P A  
LANGUAGES KNOWN : Malayalam & English.  
PERMANENT ADDRESS : Thattaparambil  
Thuravoor P.O, Cherthala  
Alappuzha-688532

## **DECLARATION**

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

DEVIKA UNNI