

SWATHY P G

Ponneth House

Mattakuzhi

Varikoly P O

Ernakulam, Pin-682308

Contact No: 8281318829

E-mail ID: swathyga@gmail.com**CAREER OBJECTIVE**

To work in an organization where perfection and enthusiasm are organized, giving an opportunity to apply my education, skills and attitude to learn and execute them.

PERSONAL DETAILS

Name : Swathy P G
Date of Birth : 19th May 1992
Religion : Hindu
Nationality : Indian
Marital Status : Married
Languages Known : English, Malayalam

EDUCATIONAL QUALIFICATION

Course	Board/University	Institution	Year of Passing
B.Com-Computer Application	M G University	St:Thomas Arts and Science College, Puthencruz	2013
Plus Two	Kerala State Board	St:Peter's V.H.S.S, Kolenchery	2010
S S L C	Kerala State Board	St:Georges High School, Vennikulam	2007

PROFESSIONAL QUALIFICATION

- Certificate in Programming Techniques (Visual Basic) and Computing, Accounting and Finance from The Institute of Cost Accountants of India, Cochin Chapter.
- M S Office
- Internet Knowledge

STRENGTH

- Typing skill
- Good communication and team skills
- Ability to manage with situation
- Hard working to the core and sincere
- Ability to succeed in any new task given

WORK EXPERIENCE

- Worked as an **OFFICE ASSISTANT** at Finance Department of Amphenol FCI OEN Connectors Ltd., Mulanthuruthy for the last three years and four months.
- Worked as a **TRAINEE** at Finance Department of FCI OEN Connectors Ltd, Mulanthuruthy for seven months and 20 days.
- Ten days on the job training in a tax consultant's office.

DECLARATION

I hereby declare that the all information stated above are true and correct to the best of my knowledge and belief.

Place: Mattakuzhi

Date:

Swathy P G