Haritha Pushpan

Thuruthiparambil House, Junior Janatha Road, Vyttila P.O., Pin Code -682019

Mob: **+91-8138 847626** | Email: **harithapushpan357@gmail.com**

# Objective

To work for an organization, where I can utilize my knowledge for the organization’s growth and move ahead in carrier by providing me interesting carrier opportunities and harness the best of my carrier.

# Education

|  |  |  |
| --- | --- | --- |
| **COURSE** | **NAME OF INSTITUTE/UNIVERSITY** | **YEAR** |
| M.com Finance | M.G University  | Pursuing |
| B.com Computer Application | St. Paul’sCollege, Kalamassery | 2017 |
| Plus Two  | St. Theresa’s, Ernakulam | 2014 |
| S.S.L.C | C.K.C.G.H.S, Ponnurunny | 2012 |
| DCA | St. Paul’s college, Kalamassery | 2017 |

# Project Details

## Attitude of youngsters towards entrepreneurship

* It helps us to know attitude of youngsters towards Business
* Duration: 3 Months

# Experience

## Accountant | INDEED STERICARE, ERNAKULAM | MAY 2017 – April 2018

* Working as Accountant in Indeed Stericare from May 2017 to April 2018

 **Responsibilities**

 Posting and processing journal entries to ensure all business transactions are recorded

 Updating accounts receivable and issue invoices

 Updating accounts payable and Prepare Stock reports

 Assist with reviewing of expenses, payroll records etc. as assigned

 Assist senior accountants in the preparation of monthly/yearly closings

 Assist with other accounting projects

 Maintain Stock and Prepare Monthly Stock Report

## Marketing Executive | Asset Homes Pvt ltd, ERNAKULAM | MAY 2018 – till date

* Working as Marketing Executive in Asset Homes Pvt Ltd from May 2018 to till date

 **Responsibilities**

Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.

Influences customers to buy or retain product or service by following a prepared script to give product reference information.

Documents transactions by completing forms and record logs.

Maintains database by entering, verifying, and backing up data.

Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.

Maintains operations by following policies and procedures; reporting needed changes.

Maintains quality service by following organization standards.

Maintains technical knowledge by attending educational workshops; reviewing publications.

Contributes to team effort by accomplishing related results as needed.

Update Entries in Quadra

# Personal Profile

Father’s Name : Pushpan P.A.

Mother’s Name : Maduri Pushpan

Date of birth : 16/Dec/1996

Sex : Female

Marital Status : Single

Nationality : Indian

Religion & Caste : Hindhu, Dheevara

Languages Known : English & Malayalam

## Strengths

* Ready to take responsibility, Problem Solving Skill, Leadership skill

## Communication

* Excellent written and Verbal communication skills, Empathic listener

## Hobbies

* Hearing Music, Card collecting, Traveling

**TECHNICAL QUALIFICATION**

* Diploma In Computer Application (DCA)
* Tally (ERP 9)
* MS Word
* MS Excel
* MS Power Point

# Declaration

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

**Haritha Pushpan**



Place: Vytilla

Date: