

HARISHMA.H

Communication address:

12/56A, Balatapovan House

Snehanagar, Onnamile

Perumbavoor , Ernakulam

Kerala – 683542

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OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me to achieve personal as well as organizational goals. I can utilize my skills for the development of the company and personal development.

SUMMARY OF STRENGTH:

Extremely passionate in whatever I choose to do and know how to handle and deal with different circumstances and good at decision making. Have a strong leadership skill, organizing capacity and positive attitude. Effectively work independently and in cooperation with others.

EDUCATIONAL BACKGROUND:

- **COLLEGE** : BACHELOR OF COMMERCE IN FINANCE AND TAXATION

Jai Bharath college of arts and science (2014-2017) Arackappady,
Ernakulam

Mahathmagandhi University, Kottayam

- **SECONDARY** : COMMERCE

Jayakeralam higher secondary school (2012-2014)

Pulluvazhy, Ernakulam

- **PRIMARY** : Govt. Girls high school (2012)

Perumbavoor

ADDITIONAL QUALIFICATION :

- Professional Diploma in Computerized Financial Accounting (2016) -Tally, ERP 9
KERALA STATE RUTRONIX

PROFESSIONAL EXPERIENCE:

Job title : Office executive
Company name : Surgishoppee Orthotics and Prosthetics
Industry : Medical
Start date : May 2017 – April 2019

RESPONSIBILITIES:

- OFFICE ADMINISTRATION
- CUSTOMER RELATIONSHIP MANAGEMENT
- BILLING AND ACCOUNTING

TECHNICAL SKILLS:

- OPERATING SYSTEM
- MICROSOFT OFFICE :
 - MS WORD
 - MS EXCEL
 - MS POWERPOINT

PERSONAL PARTICULARS

Age : 22
Date of birth : 14 December 1996
Nationality : Indian
Gender : Female
Marital status : Single
Religion & Caste : Hindu , Nair
Passport No. : S2022297
Father's name : Haridas
Mother's name : Rathinam K. R
Permanent address : Olikulangara house
Pezhakkappilly Post office , Muvattupuzha
Ernakulam – 686674
Languages known : Malayalam, English

DECLARATION

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

Place :PERUMBAVOOR

Date :

HARISHMA. H