

CURRICULAM VITAE



JISHA KOCHUNNI

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CAREER OBJECTIVE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my president desire for knowledge and experience.

EDUCATIONAL QUALIFICATION

Qualification	School/College	Year	Board
Master of Arts	Maharajas college,	2007	MG University, Kerala
Bachelor of Arts	Maharajas college,	2004	MG University, Kerala
PLUS TWO	Sreenarayana Higher secondary	2001	Board of Intermediate
SSLC	LMCCHSG Ernakulam	1999	Board of Public examination,

PRESENT ADDRESS

CHERUVATHUR HOUSE
MM ROAD
PACHALAM P O
ERNAKULAM
KOCHIN-12

PERSONAL DATA

Date of Birth - 31-05-1984
Husbands Name - Vivek Mathew
Nationality - Indian
Religion - Christian
Marital Status - Married

PASSPORT DETAILS

Passport No : N1298861
Place of Issue : Cochin
Date of Issue : 24-07-2015
Date of Expiry : 23-07-2025

TECHNICAL QUALIFICATION

- ❖ DSE (Diploma In Software Engineering) From IT Lane Computer Center, EKM North.
- ❖ PGDCA (Post Graduate Diploma in Computer Application) From IT Lane Computer Center, EKM.
- ❖ CTTC (Computer Teacher Training Course) From BIOS Info-tech, Ayyappankavu
- ❖ Tally From Lugar Del Carmen Computer Center, Pachalam

SKILLS

- Excellent Communication skills & team player.
- Self confident and handling correspondence of responsible matters.
- Self motivated and capable of initiating new ideas and self-learning.
- Sincere approach in duties and responsibilities.
- Ability to work under pressure.
- Set high standards, precise schedule-oriented.
- Willingness to use new technologies to the desired standard.
- Documentation.
- Know the value of Human relations.
- Team coordination and willingness to learn.

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PROFESSIONAL EXPERIENCE

Organization	CAREER EUPROPE EDUCATION CONSULTANCY,BAHRAIN
Position	OFFICE STAFF/ACCOUNTANT
Period	2018 JUNE to MAY 2019

JOB Responsibilities:

- ❖ Accounts Management
- ❖ Dealing Front Office
- ❖ Control and supervision of all section
- ❖ Educating / Properly informing the customer about the products of company
- ❖ Involving the Staff in business Development

Organization	TICHONEE MADE IN ITALY , BAHRAIN
Position	Accountant
Period	2017 August to January 2018

JOB Responsibilities:

- ❖ Accounts Management
- ❖ Dealing Front Office
- ❖ Control and supervision of all section

Organization	Jain Electronic Center
Position	Accountant cum Cashier
Period	2014 October to March 2017

JOB Responsibilities:

- ❖ Accounts Management
- ❖ Dealing Front Office
- ❖ Control and supervision of all section

Organization	Muthoot Fincorp CURRICULAM VITAE
Position	Ltd Branch
Period	Manager 2007 to

JOB Responsibilities:

- ❖ Business development Activities
- ❖ Educating / Properly informing the customer about the products of company
- ❖ Proper verification, checking and appraisal of all Gold ornaments
- ❖ Providing proper Training to the Probationers and trainees
- ❖ Involving the Staff in business Development
- ❖ Accounts Management,
- ❖ Dealing Western Union Money/For ex Transfer etc
- ❖ Business development Activities
- ❖ Preparing staff Performance appraisal Report
- ❖ Control and Supervision over all working of all section

Organization	Students Book Centre
Position	Cashier
Period	March 2005 – March 2007

JOB Responsibilities:

- ❖ Handling Front Office
- ❖ Cashier
- ❖ Accounts Management
- ❖ Customer service

Certification:

I, the under Signed certify that, to the best of my knowledge and belief. This "Curriculum Vitae " correctly describe myself, my qualification and my experience. I am exploring the possibilities of this challenging assignment in your organization of repute.

Place: Bahrain

Thankfully,

Date:

JISHA KOCHUNNI

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