

RESHMA S

CONTACT NUMBER: 9961384371

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Career Objective

I am seeking a full time position to pursue a career in an organization where I can utilize my skills and competencies to the utmost level, and prove to be an important asset for a reputed organization.

Work Experience

Accounts assistant & Front office manager (1year).

Accountant cum Administrator (1 year).

PERSONAL PROFILE

Age : 24
Date of Birth : 26/4/1995
Sex : Female
Father's name : P V Sudheer
Mother's name : Renuka Sudheer

TECHNICAL SKILLS

Certificate in Computerized Accounting (CCA)
Accounting (Tally, MS word, MS excel, Spread sheet)
Experience with Internet skills
Operating Systems: Windows 7/8/10

Nationality : Indian
Marital Status : unmarried
Languages known : English, Malayalam
Address : Pulikkezhath house
Kadebhagam
Palluruthy
Kochi -682006

PERSONAL SKILLS

Willingness to learn, Leadership
Hardworking, Team Player, Flexibility

Educational Qualifications

Qualification	Subject	Board/University	Year	Percentage
Degree	B.com	Mg university	2016	69%
Plus Two	Commerce	Higher Secondary Board, Kerala	2011-2013	89%
SSLC	General	Board of Examination, Kerala	2011	77%

PLACE:

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DATE: