

Mullothukadu house

H. NO: 17/228B

Chirayilparambu

Palluruthy, p.o

Ernakulum

Kerala, India

**ARJUN M. S.**

EMAIL ID: arjunmulloth97 @gmail.com

MOBILE NO.:7356636596

**OBJECTIVE**

Pursuing opportunity which will allow me to grow professionally while effectively utilizing my knowledge and skill set to promote corporate mission and gaining more advancement on career as well.

**EDUCATIONAL QUALIFICATIONS**

* B.Com finance and taxation (2014 – 2017) from VIDHYANIKETHAN College, Mahatma Gandhi University, Ernakulum, Kerala
* HSC from S.D.P.Y Higher Secondary School, Ernakulum – Kerala State Board with 79 % in the year 2014
* SSLC from S.D.P.Y Higher Secondary School, Ernakulum - Kerala state Board with 88 % in the year 2012

**WORK EXPERIENCE**

* Office Assistant (from September 2017) Drisya Communications, Kochi.

**KEY RESPONSIBILITIES**

* + - Responsible for all aspects of the day to day running of the firm.
    - Light accounting duties
    - Maintain office supply inventory
    - Manage the daily incoming of the customers.
    - Handle all the other responsibilities related to the job.

**SPECIAL AVTIVITIES / SKILLS**

* Computer skills in Microsoft word, Power point, Etc.
* Languages Known are ENGLISH and MALAYALAM.

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**PERSONAL DETAILS**

Gender : Male

Date of Birth : 10 February 1997

Nationality : Indian

Father’s Name : Mr. SATHEESAN M. R.

Marital Status : Single