

 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