



ASHLY JOSEPH



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ABOUT ME



Business Administration Professional

MBA Professional, seeking to work within a growing organization that offers challenges and the opportunity to grow with the company. I wish to contribute my current skills attending to clients' needs and maintaining a professional demeanor to your company because I respect the professional environment in which goals and objectives are clearly established and the tools to reach such goals are provided.

EDUCATION



Master of Business Administration

Girideepam Institute of advanced Learning
Vadavathoor,
Kottayam, Kerala

Post graduated, July 2019
Marks 65%, MG University

Bachelor of Business Administration

Mar Augusthinose College
Ramapuram,
Kottayam, Kerala

Graduated, May 2017
Marks 73%, MG University

+2

Government Higher Secondary
School Kanakkary, Kottayam Kerala
State Board

Graduated, May 2014
Marks 87%

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St. Agnes' High School
for girls Muttuchira
Kottayam, Kerala

Graduated, April 2012
Marks 83%

CAREER

HIGHLIGHTS



- Successfully completed internship in finance department from ***Kerala Solvent Extractions Ltd*** Vedagiri, Kurumulloor, Kottayam
- Served as student Coordinator for the fest **Emperio 2k18**
- Proficient in Microsoft Tools Certification in Microsoft Excel 2016

SKILLS



- Ability to adapt the situations.
 - Communication.
 - Time Management.
 - Motivator
 - Positive attitude.
 - Decision Making.
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WORK EXPERIENCE



April 2019 - May 2019

Finance Intern

KSE LTD

Vedagiri, Kurumulloor, Kerala

Major key responsibilities includes

- Assiatance in asset inventory, cost accounting and payroll
 - Preparation of payment by verifying documents, and requestiong disbursments.
 - Input income and expense entries.
 - Prepration of review and process expense report
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COMPUTER PROFICIENCY



- MS Word 2010
 - MS Excel 2010
 - MS Power Point
 - Photoshop CS5
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LANGUAGES



- Malayalam
 - English
 - Tamil
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PERSONAL INTERESTS



- Singing
 - Listening Music
 - Cooking
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PERSONAL DETAILS



Father: Mr. A.M Joseph

Marital Status: Single

DOB: June, 22 1996

Nationality: Indian

Gender: Female

MY ADDRESS

Anacherinjakunnel (H)
Kanakkary (P.O)
Kottayam [Dist]
Kerala
Pin: 686632

REFERENCE**Dr. Roshini Philip**

Academic coordinator

Girideepam Institute of Advanced Learning, Kottayam

Mob no: 9447135768

DECLARATION

I, Ashly Joseph, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Ashly Joseph

Kanakkary, Kottayam, Kerala
May 31, 2019