

CIRRICULUM VITAE

Name : Greeshma Alan
Address : Vazhakoottathil House
: Palarivattom P O
Kochi-25
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CAREER OBJECTIVE

To keep accounts updates by posting the transactions timely and to provide suitable MIS to the management for their decision making.

ACADEMIC QUALIFICATION

Degree/Examination	Board/University	Pass-out year	Optional
SSLC(X)	Board of General Education Department of Kerala	2012	General
HSE(XII)	Board of Higher Secondary Examination	2014	Commerce
B.Com	Mahatma Gandhi University	2017	Co-operation
M.Com	Mahatma Gandhi University	Pursuing	Taxation

TECHNICAL SKILLS

MS Office, Word, Powerpoint, Coral draw, Photoshop, Tally-9

WORK EXPERIENCE

Working in a private firm as an accountant for 7 months .

LANGUAGE SKILL

Language	Read	Write	Speak	Proficiency
Malayalam	Yes	Yes	Yes	Proficient
English	Yes	Yes	Yes	Intermediary
Hindi	Yes	Yes	No	Beginner

PERSONAL PROFILE

Husband's Name : Alen Joseph

Date of Birth : 20-09-1995

Gender : Female

Marital Status : Married

Nationality : Indian

Religion and Caste : Christian, Latin Catholic

DECLARATION

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Place : Palarivattom

Greeshma Alen