

RESUME

NAME : AVANI AJITH

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Contact Address

AVANI AJITH
MEKKATTU (H)
PANANGAD P.O
ERNAKULAM DIST.
PIN: 682506

Personal Data

Age : 22

Date of Birth : 18.08.1997

Sex : Female

Nationality : Indian

Religion : Hindu

Cast : Ezhava (OBC)

Marital Status : Single

Languages
Known : Malayalam,
English

Objective

- Seeking for a challenging and rewarding position in your esteemed organization. I shall work with the best of my ability to stabilize and improve the growth of your organization and update my skills with the cutting edge knowledge in this highly informative world.

Interpersonal Skills

- Self Confidence, friendly character and Hard Working.
- Interest to learn.
- Good Communication Skill.

Education

Name of the Course	Institution	Year of passing
B.com	M. G University	March 2018
Plus Two	V H S E PANANGAD	March 2015
S.S.L.C	V H S S PANANGAD	March 2013

Skill sets

Technical Qualification : Tally, TYPEWRITING – ENGLISH (HIGHER) & (LOWER), SAP.

Experience

- ❑ **1 Year Apprentice Training at Cochin Shipyard Ltd.**
Period: From 24.11.2015 To 23.11.2016

- ❑ **3 Year Further Training at Cochin Shipyard Ltd.**
Period: From 01.12.2016 To 30.11.2017
Period: From 11.12.2017 To 10.12.2018
Period: From 12.12.2018 To 11.12.2018

Description

COCHIN SHIPYARD LTD. (A Govt. of India enterprise)

Position : **V H S E Trainee**

Role

- Diarizing inward & outward
- Correspondence with External agencies
- Scrutiny of concurrence files of works and procurements
- Preparing various Schedules and Presentations.
- Inter departmental correspondence
- Scrutiny of bills against work & supply
- Passing adjustment entries
- Reconciliation of accounts
- TDS & Service tax remittance
- Dealing with Debtors & Creditors.

Co-Curricular Activities, Extra curricular Activities and Hobbies

- **Listening to Music, Watching T V**

Declaration

I undersigned, here by confirm that the above furnished information is true to the best of my knowledge.

Place: Panangad

Yours sincerely,

Date:

(AVANI AJITH)