



### **Mary Leena K J**

W/o Arun Antony Varghese  
Karuvelli House  
Shasthri road , Vaduthala  
Cochin, ERNAKULAM DIST  
KERALA, PIN 682023  
Ph.no : 9846947545

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### **PROFESSIONAL OBJECTIVE**

To be committed sincerely to the objectives of the firm with dedication resulting for the welfare of it and enhance my expertise and personal growth.

### **ABOUT ME**

I am a flexible person and adapt to any situation quite easily. I stick like glue to the policy of Punctuality. A friendly natured person and I am sincere when it comes to work, enthusiastic Learner and a responsible individual.

### **EXPERIENCE**

#### **As accountant at Mercury enterprises**

- Journal Entry
- Ledger
- Book keeping

### **LANGUAGES KNOWN**

Efficiency in reading, writing and speaking in English, and Malayalam.

## ACADEMIC QUALIFICATIONS

Course	Board\University	Grade/Percentage of Mark
M.com	Pursuing	
B.Com	M G University	First Class
HSE	SDPY Palluruhy	First Class
SSLC	Board of Public Exams, Kerala.	First Class

## Computer knowledge

- Tally
- Knowledge in Dos, Ms-Word, Ms-Excel, Ms- Power Point, Ms-Access, C++, Visual Basic, Internet.

## PERSONAL INFORMATIONS

- Age & Date of Birth : 23 & 18 November 1997
- Sex : Female
- Nationality : Indian
- Marital Status : Married
- Religion : Latin Christian.
- Email : maryleenakj585@gmail.com

## Pass-time Hobbies

- Singing
- Dancing
- Cooking

Thank you for kind review,  
Mary Leena .

