



**MEENU XAVIER**

**NADAKKAL (H),  
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KERALA**

**PIN-682001**

**Mob: 9562629680**

**Email:**

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### **Personal Details**

**D O B: 28/07/1998**

**Gender: Female**

**Marital status: Single**

**Nationality: Indian**

### **CAREER OBJECTIVE**

Highly organized and detail-oriented graduate offering a good academic foundation in Accounting, hands on experience in accounting and finance, seeking to successfully contribute to an organization's financial management goals.

### **PROFESSIONAL EXPERIENCE**

CURRENTLY WORKING AS AN ACCOUNTANT ASSISTANT  
IN AQUA SEA FOOD INDIA PVT LTD. (from September  
2020)

#### **Roles and Responsibilities**

- Accounting basic up to finalization
- Taxation-Income tax, GST
- Maintaining day to day office work
- Cash book & Bank book maintenance
- Experience in Accounting

### **TECHNICAL SKILLS**

- TALLY ERP
- ITR
- SAGE PEACHTREE
- QUICKBOOK
- NET BROWSING
- SAP(FICO)
- MICROSOFT WORD & EXCEL

## **EDUCATIONAL QUALIFICATION**

<b>YEAR</b>	<b>QUALIFICATION</b>	<b>PERCENTAGE</b>	<b>UNIVERSITY</b>
2021	M.com	Undergoing	IGNOU
2019	B.Com (Finance & Taxation)	78.2	M G University
2016	Higher secondary (Commerce)	86.8	State Board
2014	S S L C	87	State Board

## **STRENGTH**

- ✓ Commitment to work
- ✓ Honesty and sincerity

## **PERSONAL PROFILE**

Date of Birth : 28/07/1998  
Nationality : Indian  
Name of father : N. A. Xavier  
Religion : Christian (LC)  
Marital status : Single  
Languages known : English, Hindi & Malayalam

## **DECLARATION**

I Meenu Xavier hereby solemnly declare that the above information is true to the best of my knowledge and belief.

**MEENU XAVIER**