



## GIFTY JAMES

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### **CAREER OBJECTIVE**

To obtain a job in your organization to enhance my skills and knowledge and to work for the growth of the organization.

### **EDUCATIONAL QUALIFICATIONS**

Qualification	Board/University	College/School	Year	Percentage/Grade
M.Com (Finance & Taxation)	Mahatma Gandhi University	St. George's College, Aruvithura	2018-2020	75%
B.com (Computer Application)	Mahatma Gandhi University	Bishop Vayalil Memorial Holy Cross College, Cherpunkal	2014-2017	76%
Class XII	Board of Higher Secondary Examination	St. Mary's HSS Teekoy	2012-2014	85%
Class X	Secondary School Leaving Certificate Examination	St. Mary's HSS Teekoy	2012	81%

### **EXPERIENCE**

**Marian Medical Centre, Arunapuram**

**Designation : Front Office Receptionist**

**Period : 22 October 2020 to present**

### **Knowledge of :**

- **MS Office** – (MS Word, MS Excel, Power point)
- **Tally** (ERP 9) with **GST**
- **Taxation** – Direct and Indirect Tax
- **Programming Language** – C, Visual Basic, Data Base Management System

### **HOBBIES & INTERESTS**

Travelling, Listening Music, Singing

### **PERSONAL DETAILS**

Address : Edayadiyil (H)  
Teekoy P.O, Teekoy  
Kottayam-686580

Father's Name : James A C

Date of Birth : 27. 10. 1996

Sex : Female

Religion : Christian, RCSC

Marital status : Unmarried

Nationality : Indian

Passport No : U6903649

Languages Known : English, Malayalam

### **DECLARATION**

I honestly declare that all the above given particulars are true to the best of my knowledge and belief.

GIFTY JAMES

