

# RESHMA VENUGOPAL

**Objectives:** Seeking an entry level opportunity with an esteemed organization where i can utilize my skill and enhance learning in the field of work and to work with a reputed firm that will provide me a good platform also to learn new technologies thereby giving new heights to my career. Hardworking, energetic, and quick learner for any task delegated. Enthusiast to learn and constantly upgrade knowledge.



**RESHMA VENUGOPAL**

**Email ID:**

[reshmarahul991@gmail.com](mailto:reshmarahul991@gmail.com)

**Contact no:**

Mobile: +919947110991

**Personal Data**

Fathers Name :Venugopal

Mothers Name :UmaDevi

Date of Birth : 30-09-1996

Age : 25

Sex : Female

Nationality : Indian

Marital Status :Married

**Languages Known**

Malayalam English,,

**Permanent Address**

G.P Nivas

Kulayettikkara P.O

Kanjiramattom

Ernakulam-682317

Kerala

## EDUCATIONAL QUALIFICATION

**MBA in HR Management** 2019-2021  
(Bharathiar University)

**B.Com in Finance and** 2016-2019  
**Taxation (Mahatma Gandhi 1**  
**University)**

**Diploma in Financial** 2016  
**Accounting**

(Kerala State Rural Women's  
**Electronics**  
**Industrial Co-Operative**  
**Federation Ltd)**

**Plus 2** 2014  
**VCSHSS Puthenvelikara**

**SSLC** 2012  
**S.N.H.S.S North Paravur**

## COMPUTER KNOWLEDGE

- Tally Erp9
- MS Excel ,Word, Etc
- Computer Basics
- CWPDE

## STRENGTHS

- Confident & Hard worker.
- Customer Handling Skill.
- Analytical skills

- Communication and interpersonal skills
- Commitment
- Enthusiastic and can produce results under deadline constraints.
- Empathetic
- Patience.
- Easily mingle well with others.
- Flexible and Quick Learner

## **HOBBIES AND INTERESTS**

- Traveling
- Watching Movies
- Listening Music
- Teaching
- Exploring Social Medias

## **EXPERIENCE**

- **Legal Consultant at John and John (6 Months)**
- **Office Assistant at Pavi Industries (6 Months).**
- **Customer care Executive at Aabasoft Technologies Kakkanad Infopark ( 1Year )**

## **FUNCTIONAL AREAS**

- Prepare legal reports to the bank.
- Document Verification.
- Preparing follow up reports
- Tally Erp9
- Sales and purchase
- Manufacturing journals
- Provide customized services as per the requirements of each clients.
- To manage customer issues.
- Collecting feedback.

### **DECLARATION**

I hereby bring into your notice that above mentioned information is true to the best of my knowledge. I bear

the responsibility for the correctness of the above mentioned particulars.

Kanjiramattom  
Date: 5-11-2021

Reshma Venugopal