



GeethuSivadas

E- Mail

✉ Geethusivadasc123@gmail.com

Contact Numbers

☎ 9526836529

☎ 9048395989

Permanent Address

Chakkaparambil(H)

Ooramana (P.O)

Ooramana.

Ernakulam District,

Kerala - India

Pin-686663

Personal Information

Name of Father : Sivadas CK

Name of Mother : Santha

Name of Guardian:Sivadas CK

Age&DOB:22,19.05.1995

Sex: Female

Nationality: Indian

Domicile of: Kerala

Religion:Hindu

Caste : Parava

Marital Status: Married

Languages

Malayalam – Mother Tongue

English– Moderate

Hindi – Moderate

Career Objective

Looking forward to build a successful career by utilizing all the opportunities to implement my knowledge and skill through hard work, dedication and honesty at challenging environment and Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization .Also to consistently enrich myself in terms of knowledge & experience so as to contribute remarkably to an organization as well as to my own potential and become a valuable asset.

Academic Qualifications

- **Master of Commerce(Finance) in Co-operative College Kolenchery, under Mahatma Gandhi University, Kottayam**
- **B.com in Govt. College, Manimalakunnu under Mahatma Gandhi University, Kottayam and completed in 2015 with 55.5% Marks**
- **XIIth (Commerce with Political Science) in Government Higher Secondary School , Ooramana under State Board of Higher Secondary Education and completed in March 2012 with 74% Marks**
- **Xth in Government Higher Secondary School , Ooramana under State Board of Education and completed in March 2010 with 74% Marks**

Technical Proficiency

- Well versed with M.S Office(MS Word,MS Excel ,MS Powerpoint)
- Internet Savvy
- Tally 9
- Cash X

Work Experience

4 Months experience Accounting in **Trinity Enterprises, Thrippunithura.**

2 years experience accounting in **Safariyath Tours and Travels.**

1 year experience accounting in Grace Diagnostics

Personal Skills and Hobbies

- Cooperatively work with others to produce and deliver required work
- Ability to work efficiently under any circumstances
- Fast Learner, willing to shoulder challenges and responsibilities
- Ability to adapt quickly, to challenges and changing environments
- Drawings

Other Extra Curricular Activities

- **Additional Skill Acquisition Programme** (A joint initiative of General Education & Higher Education Departments, Government of Kerala)
- **Certificate in Accounting Technicians** (The Institute of Cost Accountants of India)

Fields of interest

- Accounting
- Business Administration
- Marketing and Sales
- Insurance and Allied Services
- Banking and Finance

Declaration

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Place: Oormana

GeethuSivadas

Date: