

# MINTU T A

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## ABOUT ME

Experience in 5+ Years increased problem solving skill. Like to Learn new work lines in high grasping capability. Completing the tasks well Timely and accurately. Always Approach Positively, that will be ensured active participation in a team for successful achievement in Organization goals, *If get the chance to perform together !!*

## ADDRESS

Thuruthumangalath House  
Konthuruthy, Thevara  
Kochi  
Kerala - 682013

## SKILLS

Tally ERP9



QuickBooks



Peachtree



GST, e-filing



MS Office (Advanced Excel)



Administration & Typing



## WORK

Present  
Jan 2020

**Fintrestle Pvt Ltd**  
*Relationship Officer*

- Banking Back Office Process Associate
- BPO Sector

Jan 2020  
Jan 2019

**Azzite Solution pvt Ltd**  
*Process Associate*

- Banking Back Office Process Associate
- BPO Sector

Mar 2017  
Dec 2018

**Akshaya e-Center**  
*Computer Operator*

- Aadhar Operator ( Enrolling/Upadating Aadhar data)
- Ran Various components such as Desktop, Laptop, Scanners, Priters and Photo copier

Mar 2016  
Aug 2016

**LBS Education Center**  
*Teaching Associate*

- Teaching TALLY ERP9 in this Institution

## EDUCATION

2019

**Diploma in Foreign Financial Accounting**  
*LCC Cochin*

- Certified Diploma Course in Foreign Finance Accounts.
- Familier with all Accounting terms and softwares Like (Tally, Peachtree,Quickbooks,GST
- Advanced in MS Excel

2012

**BA Psychology**  
*UC College-Aluva*

- Completed Bachelor of Arts Degree in Psychology.

## Languages Known

- ENGLISH, TAMIL, HINDI, MALAYALAM