



**MARIYA STEPHIN
THUNDIPARAMBIL (H)
THAIKATTUKARA P.O
ALUVA
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CAREER OBJECTIVES

To work in progressive and challenging environment that utilizes my skills that ultimately contribute positively to the development of the company.

STRENGTH

- Hardworking with positive attitude and willingness to learn
- Strong sense of responsibility and self-motivation
- Ability to adapt to new surroundings
- Ability to learn new technologies quickly

BRIEF PROFESSIONAL SKILLS

- Good computer skills
- Good administrative skills
- Good knowledge in Tally

ACADEMIC QUALIFICATION

- Graduation- B.Sc. Botany from St. Xavier's College for Women, Aluva (MG University, 2014-2017) with 76.2% Marks
- HSE-12th – VHS, Kalamassery (2012-2014) with 72% Marks
- SSLC-10th – SPWHS, Aluva (2011-2012) with 88% Marks

ADDITIONAL QUALIFICATION

- Medical Transcription- From Mindstrong HR Solutions, Aluva (2018) with 96% Marks
- Completed high intensive training program Account Assistant Using Tally (SSC certification) in Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) under the Ministry of Rural Development (MORD).

WORK EXPERIENCE

- 1 year and 9 months experience as an **ACCOUNTANT** at **SUNRISE AQUA, KALAMASSERY**
- Worked for 6 months in **EMR ASSISTANT** post at **REDEPATH MEDHELIX DIAGNOSTICS PRIVATE LIMITED, PALARIVATTOM**

PROJECT UNDERTAKEN

Project Name: Completed highly intensive training program 3 months regular Account Assistant Using Tally under government of India DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana.

Organization: Kites Software's Pvt.Ltd

PERSONAL SKILLS

Verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, total dedication to the entrusted tasks.

HOBBIES

Singing, Dancing, Listening music

LINGUISTIC PROFICIENCY

- Speak: English, Malayalam
- Read: English, Malayalam, Hindi
- Write: English, Malayalam

COMPUTER KNOWLEDGE

- Ms Office
- Tally ERP.9
- Typing skill
- Internet and E-Mail communication

PERSONAL DETAILS

- Name: Mariya Stephin
- Date of Birth: 17/05/1997
- Father's Name: Alex T.M
- Nationality: Indian
- Religion: Christian
- Marital Status: Single

REFERENCE

SREEJITH KAIPPILLY

Managing Director, Kites Software's Pvt.Ltd
Palarivattom
Mob: 9846700726
E-Mail: sreejith@kitesnet.com

DECLARATION:

I have certified that above information's given are true and correct to the best of my knowledge and if I am selected; I shall endeavor to all duties to the best of my ability to the satisfaction of my superiors.

Place: Aluva
Date:

MARIYA STEPHIN