



**MARIYA STEPHIN**  
**THUNDIPARAMBIL (H)**  
**THAIKKATTUKARA P.O**  
**ALUVA**  
**PIN: 683106**  
**MOBILE: 9567498608**  
**E-MAIL: riznaalex9567@gmail.com**

### **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**