

RESUME



REENA MOHAN

Rinu Bhavanam, Villimangalam

Mundrothuruth P O ,Kollam

Mob : 09946282507

Email Id : reenamohan123@gmail.com

NOW AT KAKKANAD

Position applied for : *Accountant/ Documentation Assistant*

OBJECTIVE:

To secure a challenging position that enable to utilize my talents,
Qualification for the benefit of the organization.

STRENGTHS:

- Positive attitude focused approach smart working

WORK EXPERIENCE:

- 3 years working experience in Chemmannur credits and investment Ltd as a customer care executive (2015 – 2018).
- 4 months working experience as a secretary in M/s Oriental supermarket W.L.L in Manama, Kingdom of Baharin. 3 years working experience in M/s Manapuram finance Ltd Kollam as a Jr.Asst Gold loan dept (from 4th nov 2010 – 18th june 2014)
 - Gold loan
 - Cash Handling
 - Handling western union, Express money, Moneygram agencies
- 1 year working experience in M/s RL Khanna & Co (Overseas, Gurgaon as “ Documentation Assistant”) (From 5th oct 2009 – 30th jan 2010)
- 1 year working experience in M/s Omniya services (Air India) Janakpuri, Delhi as a team member (from 22nd april 2008 – 30th sep 2009)
 - Air ticket reservation (Air India) system (IBM)
 - Customer handling cum counter supervision
 - Re-issue of tickets
 - Reconfirmation
 - Issuing online tickets

- 6 month working experience in R & T Nidhi Ltd., Polayathodu Branch, Kollam as Senior Executive (from 1st December 2020 – 31st July 2021)

EDUCATIONAL QUALIFICATION:

- SSLC from Kerala Board of Public Examination
- Plus Two from Kerala Board of Higher secondary Examination
- Graduation from Madurai Kamaraj University Tamilnadu
- 1 year computer teachers training course from Janshikshan sansthan from Kerala (Ms Office, Word, Excel)
- Tally ERP Version 9

PERSONAL DETAILS:

Date of Birth : 09/08/1989
Sex : Female
Religion & Caste : Hindu, Ezhava
Nationality : Indian
Marital status : Married
CPR No : 890836320
Language known : English, Hindi, Malayalam
Passport No : M1132197

DECLARATION:

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place : Kollam

REENA MOHAN

Date: