



CURRICULAM – VITAE

KAVITHA RAJESH

KollakayilAnjilipraThattarambalam
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PERSONAL INFORMATION

GENDER : FEMALE
DATE OF BIRTH : 19, JANUARY 1988
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
LANGUAGES KNOWN : MALAYALAM, ENGLISH, HINDI

PROFESSIONAL AND ACADEMIC QUALIFICATION

PG DIPLOMA : PG DIPLOMA IN HOSPITAL ADMINISTRATION AND
HEALTHCARE MANAGEMENT (2021-2022 BATCH)

COMPUTER : DIPLOMA IN COMPUTER & FINANCIAL ACCOUNTING
(TALLY, PEACH TREE) 1 YRS
INSTITUTION : G-TEC COMPUTER EDUCATION, PANDALAM

POST GRADUATION : M. COM (FINANCE)
INSTITUTION : OK'S COLLEGE (PRIVATE), PANDALAM.
YEAR : 2009 To 2011

GRADUATION : B. COM (TAXATION LAW & ACCOUNTS)
INSTITUTION : NSS COLLEGE, PANDALAM.
YEAR : 2007 To 2009

PLUS TWO : ST. JOHNS HIGHER SECONDARY SCHOOL
MATTOM, MAVELIKARA.
YEAR : 2004 TO 2006

S.S.L.C : ST. JOHNS HIGHER SECONDARY SCHOOL,
MATTOM, MAVELIKARA
YEAR : 2004

WORK EXPERIENCE

I. JOB TITLE : ADMINISTRATION TRAINEE
FIRM : Valiyath Institute Of Medical Science
Karunagapally,

PERIOD : 28-12-2021 to 05-05-2022

NATURE OF WORK : (a) All HR and Admin day to day activities
(b) Maintaining attendance register
(c) Schedule interviews
(d) Maintaining Stock Records
(e) Assist PRO
(e) Asset Tracking

II. JOB TITLE : ACCOUNTS ASSISTANT
FIRM : TAX SOLUTION ,MANKAMKUZHY,
MAVELIKARA.

PERIOD : 14-10-2011 TO 31-03-2015

NATURE OF WORK : (a) Preparing Vouchers
(b) Maintaining Cash Book
(c) Preparing Trial Balance
(d) Maintaining Stock Records
(e) Preparing Sales Tax Returns (KVAT)
(f) Computerized Accounting (TALLY)

III. FIRM : KOSAMATTAM FINANACE LIMITED
PERIOD : 25-05-2016 TO 30-06-2017
IV. FIRM : MAXLIFE INSURANCE COMPANY
PERIOD : 17-12-2018 TO TILL THE DATE

PERSONAL STRENGTHS

Fast grasping power, ability of adjusts quickly to new environment, confidence to face new ventures and will be sincere to work.

DECLARATION

I here do the above furnishing matters are true to the best of my knowledge.

Thattarambalam

Yours Faithfully
KAVITHA RAJESH