KAVYA M R

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N PARAVUR,
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DOB : 05-11-1997

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM

AREA OF INTEREST

- LISTENING MUSIC
- CYCLING
- COOKING
- DANCING

COMPETENCIES

- KEEN & QUICK LEARNER
- DISCIPLINED
- RESPONSIBLE
- FLEXIBLE

PERSONAL SKILLS

- GOOD COMMUNICATION SKILLS
- COMPUTER PROFICIENCY
- GOOD LISTENER
- COMPREHENSIVE PROBLEM SOLVING
- GOOD DECISION MAKING

OBJECTIVE

TO BE INTEGRAL PART OF A SERVICE ORIENTED ORGANIZATION, WHEN WILL UTILIZE MY PROFESSIONAL SKILLS, MY LONGTERM CARRIER GOAL IS TO BE ONE OF THE MOST COMPETENT INDIVIDUAL IN MY AREA OF INTEREST AND RESPONSIBILITY.

WORK EXPERIENCE

- 6 MONTH EXPERIENCE AS AN OFFICE ASSISTANT IN A NON BANKING FINANCIAL COMPANY
- 1 YEAR AND 6 MONTHS EXPERIENCE AS AN ACCOUNTANT IN KUDUMBASHREE DEPARTMENT, DISTRICT MISSION ERNAKULAM

EDUCATIONAL QUALIFICATION

- MAHATMA GANDHI UNIVERSITY [ADDITIONAL DEGREE]
  B.COM CO-OPERATION 2020-2021
  CGPA :
- SNGIST ARTS AND SCIENCE COLLEGE MANJALI, MAHATHMA GANDHI UNIVERSITY
  B.COM FINANCE & TAXATION 2015-2018
  CGPA : 8.06
- SNV SKT HSS, BOARD OF HIGHER SECONDARY EXAMINATION, KEARALA
  PLUS TWO – COMMERCE MATHEMATICS, 2013-2015
  88%
- SREE NARAYANA HIGHER SECONDARY SCHOOL,PULLAMKULAM
  SSLC -BOARD OF PUBLIC EXAMINATION KERALA, 2012-2013
  85%

ADDITIONAL QUALIFICATION

- DIPLOMA IN COMPUTER APPLICATION - DCA [COMPUTER OPERATION],2015

TECHNICAL STRENGTH

- EXPERIENCED WITH TALLY USED ACCOUNTING
- SOUND KNOWLEDGE OF MS OFFICE
- DIPLOMA IN COMPUTER APPLICATION
- ADVANCED DATA MANAGEMENT
- OBJECT – ORIENTED PROGRAMMING

STRENGTH

- HARDWORKING
- READY TO TAKE RESPONSIBILITIES
- ADAPTABLE TO ANY SITUATION
- POSITIVE THINKING
- PUNCTUALITY
- SELF MOTIVATED