

NIMMY AJO



CONTACT

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SKILLS

Team Building, Problem Solving, Decision Making, Interpersonal Skill, Technical Skills, Active Listening, Co-ordination.

LANGUAGES

English, Malayalam.

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

01/08/2019 - 30/06/2020
Accountant
Sales Tax Consultancy Office
Managed all activities included in the GST Tax Return like, Purchase, Sale, GST3b and 1 Filing.

EDUCATION

2022 **Persuing Masters in Commerce**
IGNOU

2016 **Bachelors in Business Management**
Mahatma Gandhi University
B

2022 **Persuing Hospital Administration**
ISSD

2017 **Diploma in Indian and Foreign Accounting**
G.Tech Computer Education
A

2013 **Plus Two Commerce at G.H.S.S Rajakkad**
Board of Higher Secondary Examination, Kerala
A

2011 **S.S.L.C at G.H.S.S.Rajakkad**
Board of Public Examination, Kerala
B+

KEEN INTERESTED AREA

Operation Executive,
Quality Exicutive,
H.R Exicutive.

TECHNICAL ABILITIES

Ms Office(MS Word,Power Point,Excel)
Notepad,Wordpad,Folder Creation
Tally, Peachtree,Daceasy.