

RESHMA SURESH

Ph: 9567677126

Email id: reshmasuresh2517@gmail.com

OBJECTIVES:

To be a part of a firm, where my skills in the field of computerised accounting can be utilised and also to experience the various fields of computerised accounting that will enhance my career along with progress of the firm.

HIGHLIGHTS

- Management
- Counselling and presentation

EXPERIENCE

Business Manager at CADD Centre, kakkanad (7 months)

IP Billing (cashier) at Sunrise Hospital, kakkanad (10 months)

EDUCATIONAL QUALIFICATION

- 1) BBA (2009- 2012)
- 2) 12TH (2009) AND 10TH (2007)
- 3) Diploma in computerised accounting

TECHNICAL SKILLS

- windows OS
- Microsoft office, word, excel...etc
- Tally 9

PERSONAL DETAILS

Name of Spouse : Sandeep

Date of birth :12-2-1991

Status : married

DECLARATION

I hereby declare that the above mentioned details are true to my knowledge and beliefs.

