

# **RESUME**

**SONIYA POULOSE**

**Menachery House**

**East Appangad,**

**Njarakkal. P.O.,**

**Ernakulam Dist.**

**Pin-8289845920**

**Kerala State., India**

**Email: soniyapoulose0956@gmail.com**

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## **CAREER OBJECTIVE**

To achieve a position in a professionally managed organization, which will help me to explore myself fully and realize my potential by sincerely serving the firm that will allow me to grow with the firm.

## **KEY SKILLS**

- Efficient in Computer Programming
- Prominent in Computer like Word, Excel, Powerpoint
- Thorough knowledge in accounting
- Good knowledge in marketing management
- Good Communication skill

## **ACADEMIC QUALIFICATION**

<b>QUALIFICATION</b>	<b>BOARD/UNIVERSITY</b>	<b>YEAR OF PASSING</b>
M.Com	M G UNIVERSITY	
B.Com	M G UNIVERSITY	2018
PLUS TWO	BOARD OF HIGHER SECONDARY EDUCATION, KERALA	2015
S.S.L.C	KERALA BOARD OF EDUCATION	2013

## **PROFESSIONAL QUALIFICATION**

- \* PDCFA (GST, TALLY)

## **WORKING EXPERIENCE**

- ❖ SAHRUDAYA WELFARE SERVICES ERNAKULAM ( ONE YEAR)
- ❖ Billing & Cashier

## **PERSONAL STRENGTHS AND ABILITIES**

- ❖ Quick study, with an ability to easily to grasp and put into application new ideas, concept, methods and technologies.
- ❖ Excellent in communication so as to manage different types of customers & clients.
- ❖ Hard work, dedicated, innovative and self-motivated team player/builder
- ❖ Will adjust with everyone and respect everyone equally

## **PERSONAL DETAILS**

Father's Name : **Poulose MC**

Sex : Female

Age & Date of Birth : 23, 01-04-1998

Religion & Caste : Christian, Syrian Catholic

Marital Status : Single

Nationality : Indian

## **LANGUAGES KNOWN**

English, Hindi & Malayalam

## **DECLARATION**

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief.

Place : Njarakkal

Date :

**SONIYA POULOSE**