

# NEETHU BOSE

10+ years of experience in full-cycle data entry, accounting management and team management. Proven track record of sincere workmanship that enhance business profitability.



## CAREER OBJECTIVE

Worked in a Multi-tasking environment in public and private sectors with 10+ years of experience of Team handling, Ledger processes, data entry, purchase, and streamlining sale & purchase reports. Possess a Bachelor's Degree in Commerce. Seeking to leverage my professional expertise and experience into a suitable role.



## EXPERIENCE

### Data Entry Operator

#### General Hospital Ernakulam from 1st September 2021 onwards

- Day-to-day hospital administration clerical duties.
- .Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Maintain cash transactions& petty cash book
- Day-to-day cash & bank transactions.
- Preparing an outstanding list of Debtors making Payment follow-ups.
- Entering customer and account data from the source document within the time limit
- Perform high volume data entry using word processing, spreadsheet, database
- Maintains a satisfactory level of quality and productivity per department standards.

#### SIMTEL TRADING CORPORATION PVT LTD July'2015 To Sep 2018.

Accounts Executive at SimTel Trading Corporation Pvt Ltd (Lenovo, Moto & Gionee- National Distributor)

#### CABORTECH 2014 Mar To 2015 Feb

Team Leader at 'Cabortech' (Franchise of Sulekha.com)

#### MAGIC HOLIDAYS 2013 Jan To 2014 Feb

Team Leader at 'Magic Holidays' (Group of Panoramic)

#### ACS (Xerox Info park Cochin 2011 Dec To 2012 Oct

Transaction Processor at ACS (Xerox Info park Cochin)



## PERSONAL INFO

- Age : 31
- Gender : Female
- Marital Status : Married
- Date of Birth : 28-05-1991
- Languages known : English and Malayalam



## CONTACT

### Phone

+91 9562279619

### Email

neethubose007@gmail.com

### Address

Pulickal House

H No:14/93

Old Post office Road

Chullickal

Pin-682005



## EDUCATION

B. Com Graduate From Mahatma Gandhi University In the Year 2008-2011 With 71%.

Higher Secondary Passed From Science Academy, In the Year 2006-2008 With 61%.

High School From EMGHSS, Fort Kochi hi In the Year 2006 With 63%.



## SOFT SKILLS

- Excellent communication skills and ability to present and quick learner



## HARD SKILLS

- Knowledge in Tally ERP 9
- Knowledge of MS office
- Efficiency in Internet & Email Communication