



**ARYA RAVINDRAN**

**Contact Details:**

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Tripunithura Email

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Phone No: +918111956491

**Personal Details**

Date of Birth: 04.07.1995

Nationality: Indian

Sex: Female

Marital Status: Single

Languages Known:

English, Malayalam & Tamil

**CAREER OBJECTIVE:**

I am dedicated to devote myself towards any goal and objective which organization would assign me. I will utilize all my academic as well as professional knowledge and experience towards the organization objective. I will discharge all my abilities to accomplish the task assign to me.

**EDUCATIONAL QUALIFICATIONS:**

1. PG Diploma in Public Relations and Advertising from Kerala Media Academy (2017).
2. B. Com (Finance & Taxation) from St. Thomas College, Puthencruz, Under M G University (2013-2016).
3. Higher Secondary from St. Joseph's CGHSS Tripunithura, Under Directorate of Higher Education, Thiruvananthapuram (2011-2013).
4. SSLC from St. Joseph's CGHSS Tripunithura, Under Kerala State (2011).

**INTERNSHIP:**

One Month Internship in Public Relations Department, Secretariat Trivandrum in from July 1st 2017 to August 1st 2017.

**WORK EXPERIENCE:**

1. **Company: Veekshanam Printing & Publishing Company LTD**

**Duration: 1<sup>st</sup> February 2018 – 05<sup>th</sup> February 2020**

**Designation: Reporter/Sub-Editor**

2. **GPS CONSULTANT & CO. Finance, Management & Tax Consultants**

**Duration: 2020 October 5 to 2022 February 17**

**Designation: Accounts Assistant**

<b>ROLES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>❖ News Reporting</li> <li>❖ Editing</li> <li>❖ Translation</li> <li>❖ Computer Operations</li> <li>❖ GST return Filing</li> <li>❖ Tally</li> <li>❖ Income Tax Return Filing</li> </ul>
<b>ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>❖ Volunteered Media Awards and Convocation Ceremony at Kerala Media Academy.</li> <li>❖ Volunteered International Press Photo Festival organized by Kerala Media Academy at Kollam, Kerala.</li> <li>❖ Organized National Public Relations Day celebrations at Kerala Media Academy.</li> <li>❖ Organized various programs at Kerala Media Academy.</li> <li>❖ Active participant in dance competition in School level youth festivals.</li> </ul>
<b>PERSONAL TRAITS</b>	<ul style="list-style-type: none"> <li>❖ Positive attitude and committed team player</li> <li>❖ Able to work under pressure</li> <li>❖ Self-motivation and confidence</li> <li>❖ Keen listener and quick learner</li> <li>❖ Wide public contacts</li> <li>❖ Efficient</li> </ul>
<b>COMPUTER KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>❖ Hands own experience in GST File return &amp; Tally</li> <li>❖ Malayalam Typing</li> <li>❖ Internet and E-mail</li> <li>❖ Knowledge in Microsoft Excel, Microsoft Word and Microsoft Power Point</li> </ul>
<b>REFERENCE</b>	<p><b>Jaimon Joseph</b>  Bureau Chief, Kochi  Veekshanam Printing &amp; Publishing Company LTD  E-mail: <a href="mailto:jaimonjoseph1234@gmail.com">jaimonjoseph1234@gmail.com</a>  Mob: +918089225464, +918078093464</p>
<b>DECLARATION</b>  Place: Tripunithura Date:	<p><b>I hereby declare that the above information's are true to the best of my knowledge.</b></p> <p style="text-align: right;"><b>Arya Ravindran</b></p>