



Sreelakshmi PB

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📍 Flat no:6D- Harbour crest,
kurishpally road, Ravipuram, MG
road, Ernakulam pincode: 682015

⚙️ Skills

Time management

Ethical decision making

Basic computer knowledge

Internet browsing

Verbal and written communication
skills

👍 Field of Interest

Data handling

Record maintenance

Customer Handling

Departmental management

Public Relations

Social media promotion

🎯 Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

🎓 Academic Details

International school of skill development

Certificate/diploma in hospital administration , 85%,
2022

Chinmaya college of arts science and commerce, Tripunithura

Bcom (finance and taxation), 67%, 2020

Govt.girls Higher Secondary school, South Ernakulam

Higher secondary education (Plus two), 82%, 2017

Nalanda public school, thammanam

CBSE board examination (10th standard), 80%,
2015

💼 Work Experience

Avodha edutech Pvt Ltd, Infopark kochi

Academic consultant , Feb 2022 - Nov 2022

Tax watch centre, kaloor

Trainee accountant , Oct 2021 - Nov 2021

✍️ Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date : 21/11/2022

Place : Ernakulam

(Sreelakshmi PB)