



# SUJA S

## CAREER OBJECTIVE

Seeking a career position to utilize my skills and abilities that aim good thinking and reasonable growth which is being resourceful and innovative so as to ensure my personal achievements and development of the working institution.

## CONTACT



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## PERSONAL DETAILS

Husband's Name: Vishnu V.R  
Permanent Address: Vysseriyil (H),  
Paumbaimoola,  
Edacochi,  
Ernakulam, Kerala  
Pin: -682010  
DOB : 05-05-1989  
Marital status: Married  
Nationality: Indian  
Language Known: Malayalam, English

## EDUCATION

High school - (2004) Board of Public Examination  
St. Goreties Higher Secondary School, Kerala

Higher secondary education (2006)  
Board of Higher Secondary Education, Kerala  
Govt.Girls Higher Secondary School

Degree (2009-2011)  
Bachelor of Commerce  
Stream :-Taxation  
University: Kerala University

## SKILLS

- Ability to rapidly build relationship and set up trust.
- Confident, independent and determined.
- Ability to cope up with different situations.
- Polite, Unbiased and honest
- Exceptional communication skill

## WORK EXPERIENCE

Vyas Ayurveda Hospital & Research Centre, Trivandrum  
As an **Assistant Accountant** (1 Year)

- Worked from Aug 2009 to July 2010.
- Billing and Manage Accounts.

### M/S Greenee Diesels (Authorized Service

Dealer for Kirloskar)

As a **CRM** (Customer Relation Manager)

- Worked from June 2011 to 2017.
- Ownership Transfer in CRM
- Service request creation in CRM
- Warranty claim Preparation in CRM
- Arranging for dispatch of defective materials (failed under warranty) for timely settlement of warranty claims
- Arranging for Execution of free service checks by firing report from CRM
- Reconciliation of warranty claims
- Follow ups with Kirloskar for Releasing credit notes
- Sending various reports and trackers to Kirloskar/service manager

### H AND H PRECISION PVT.LTD, COCHIN SHIPYARD

As **Office Assistant**

- Worked from September/2018 to July 2022.
- Preparing staff attendance
- Attending meetings
- Handling of petty cash
- Documentation
- Voucher Entries in TCS
- Voucher creation in TCS
- Invoice entry in TCS

## COMPUTER KNOWLEDGE

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- Microsoft Office
- SAP
- Tally
- TCS

## DECLARATION

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I do hereby declare that the above information is true to the best of my knowledge.

**Suja S**