

CURRICULUM VITAE

MARY LIMETHA V.A

Contact

DOB – 05.03.2000

Nationality - Indian
Sex - Female
Marital Status - Single

Phone:
9895505477

Email:
marylimetha@gmail.com

Languages

English Read-Write-Speak
Malayalam Read-Write-Speak

Objective

Seeking the position of Administration or Accounts in an organization. Highly efficient and passionate for learning. More focus on value added activities along with routine activities .

Experience

Ten Months experience in JVM Associates as assistant office administrator. Ernakulam, Kerala, India

Skills

- Tally ERP 9
- MS office
- Data Entry
- Excellent communication skills
- Efficient in internet and basic computer applications

Educational Qualification

Post graduation – pursuing

Master of Commerce (Finance and Taxation)
Mahatma Gandhi University

Graduation-2020

Bachelor of Commerce (Finance and Taxation)
Mahatma Gandhi University

Higher secondary- 2017

Kerala State Board

SSLC-2015

Kerala Board of Public Examinations

Declaration

I hereby do solemnly affirm that the details furnished here are true to the best of my knowledge and belief, for any discrepancies found, I shall be fully responsible.

Place:

MARY LIMETHA V.A

Date :