

MERIN JOY

Vattavelil (H), Kizhumury (P.O)

Ramamangalam, Ernakulam

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14th December, 2022

Application: Accountant

To, **HIRING MANAGER**

MEDICAL TRUST HOSPITAL,

ERNAKULAM

Respected Sir,

It is with pleasure that I'm applying for the position of Accountant. I graduated with Bachelor's Degree in Commerce from Mahatma Gandhi University in 2018. I had **worked as Accounts Assistant** for 1 year & 3 months at ENS ASSOCIATES, Vyttila from August 16, 2021 to November 28, 2022.

Previous to my employment as Accounts Assistant I was been taking private tuition for high school students from June 2018 to July 2021. In the meantime, I had also been preparing for IELTS exam and CMA exams but unfortunately could not complete with it.

I would like to build my career and passionate to join the team. I would like to learn new skills and work with the team and I believe I could put my knowledge effectively and take part all I have learned turn into something remarkable.

Hope for an interview. Thank you for the consideration.

Regards,

Merin Joy

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OBJECTIVE

To secure a promising, successful & challenging career in a reputed organization where my knowledge and skill can be effectively applied, enabling me to explore myself fully & realize my full potential.

EDUCATION

Qualification/ Degree	University/ Board	Year	Grade
Bachelor of Commerce	MG University	2018	70%
PU(Commerce)	CBSE	2015	69%
High School	CBSE	2013	65%

EXPERIENCE

- Accounts Assistant at **ENS ASSOCIATES** for 1 year and 3 months from Aug 16,2021 to Nov 28,2022

CERTIFICATION

- Certificate in **Accounting Technicians Examination** authorized by ICAI
- Course certificate in **SAP Finance**

STRENGTHS

- Leadership Quality
- Interests in learning new skills
- Flexible
- Time Management

PROFESSIONAL SKILLS

- Accounting rules
- Microsoft Excel
- Microsoft Office
- Tally Prime
- SAP Finance

ACHIEVEMENTS

- Selected as team lead of National Service Scheme in college from 2017 to 2018
- Participated in inter college quiz fest and won second prize,2016
- Won awards for punctuality in school level

PERSONAL DOSSIER

- DOB : 20th June, 1997
- Language : English, Malayalam
- Passport # : S2917120