

# Sruthykeerthi A. P.

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

<b>Accountant cum admin</b> Woodmans Association	March 2018 - April 2020
<b>Assistant accountant</b> Tax Masters, Thrissur, Kerala	Dec 2016 - Dec 2017

## EDUCATION

<b>Bachelor of Commerce</b> University of calicut, Kerala	2013 to 2016
<b>Higher Secondary</b> Lisieux Bhavan college, Velur, Thrissur, kerala	2006 to 2008
<b>S. S.L.C.</b> N. S. S. V. H. S. S. mundthikode, Thrissur, Kerala	2006 pass out

## PROFESSIONAL COURSE

### Certificate Programme in Hospital Administration (Pursuing)

International School Of Skills And Development  
Kochi, kerala

### TALLY, GST, GCC VAT AND TDS

ICS INDIA, Palakkad, kerala  
14-04-2021 to 14-7-2021

### G.Acc. TALLY

GTEC COMPUTERS, Palakkad, Kerala  
3 months course 2019

### DIPLOMA IN PROFESSIONAL ACCOUNTING AND TAX PRACTICES

TAX MASTERS, Thrissur, kerala  
August 2016 to December 2016

### Nursing Assistant



## CONTACT

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Mundathikode P. O.  
Mavinchuvadu,  
Thrissur,  
Kerala,  
Pincode 680601

## SKILLS

Administration, Front Desk  
Operations, Staff management,  
Computer skills.



## LANGUAGES

English, Malayalam, Hindi, Tamil.

## INTERESTS

Fashion designing

Internet surfing

Daya general hospital, Thrissur, kerala  
2008 to 2010

## STRENGTH

Smart working,  
Positive attitude,  
Quick learner,  
Problem solver

