

## RESUME

### **DIYONA JOY**

Maithattakath (H)

Gothuruth

P.O

Chenaman

galam

Pin : 683516

Phone : 8592918645

Email I D : diyonaj@gmail.com



### CAREER OBJECTIVE

\* To utilize my skills and experience for the growth of organization which will stimulate career and professional growth.

### PERSONAL SKILLS

□ □

Communicative skills

□ □ Software

skills

### EDUCATIONAL QUALIFICATIONS

<b>EDUCATION</b>	<b>STREAM</b>	<b>COLLEGE/SCHOOL</b>	<b>UNIVERSITY</b>	<b>YEAR</b>	<b>REMARKS</b>
M.COM	Finance		M.G .University	2019	55 %
B.COM	Co-Operation	Vidhynikethan	M.G.University	2014	60 %
PLUS TWO	Commerce	Govt. H.S.S Elamkunnappuzha	Board of Higher Secondary Examination	2011	75 %
SSLC		Govt. H.S.S Elamkunnappuzha	Kerala State Board of Examination	2009	67 %

## **CERTIFICATED COURSE ATTENDED**

- □ Completed three months Account Assistant Using Tally course under **DDUGKY** (under Govt. Of India) with support of Rajagiri college at Kalamassery.

## **TECHNICAL QUALIFICATIONS**

- □ Tally
- □ Diploma in Indian and Foreign Accounting

## **WORK EXPERIENCE**

- □ 6 Months Experience in **AXIS INTERIORES** as an Office Staff

## **PERSONAL PROFILE**

Date of Birth : 20-09-1991.  
Nationality : India.  
Religion : Christian.  
Status : Married.  
Father's Name : Joy T.L.  
Husband's Name : Rimel Tomy  
M. Languages Known :  
Malayalam, English.

## **REFERENCE**

□ □ **Mrs.**  
**SHYBA JIBU**  
Faculty of DDUGKY  
Kids, Kottapuram  
Phone – 9526601829

## **DECLARATION**

I **DIYONA JOY** here by state that all the above furnished details are true to the best of my knowledge and belief and assure the liability to submit authentic documents in support.

Date: Gothuruth  
Place:

**DIYONA JOY**