



CURRICULUM VITAE

Sumy Steffin

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PERSONAL SKILLS

“Being an Enthusiastic & Energetic Accounts Executive, I have managed the accounting functions of a Company. An expert in Tally, MS Office, MS Excel.

Friendly and efficient Receptionist, skilled in both verbal and written communication. Proficient in medical record –keeping software as well as MS Office and Excel.

EDUCATIONAL QUALIFICATIONS

- B.COM (Finance &Taxation) Mahatma Gandhi University
(2015 – 2018)
- PLUS 2 Govt. Girls Higher Secondary School Mattancherry
(2013 -2015)
- SSLC Fatima Girls High School Fort Kochi
2013

EXPERIENCE

1. 2 years' experience as Accounts Clerk in National Trades & Agencies W/Island Kochi from 12-Sep-2018 to 31-Dec-2020.

- Tally & MS Office Recording
- Daily Bank reconciliation statement
- Cheque & voucher preparation
- ESIC & EPF Registration and Payments
- Online Payments

2. 11 month experience as Receptionist Cum Accountant in Medisprouts India Pvt.Ltd Panampilly Nagar from 01-Jan2021 to 25-Nov2021

- Receiving and meeting Clients in a professional manner.
- Keeping the reception area tidy.
- Arranging and checking the day to day consultations, PRP's, and session appointments.
- Informing the client's about PRP's and session appointments.
- Arranging the session files and blood reports of the clients to the consent doctors.
- Handled and managed of all front office and accounts responsibilities.
- Cross checking and arranging of medicine stocks.
- Preparation of monthly salary and Online Payments.

3. 11-month experience as Receptionist in Videsh Consultz Ravipuram from 01-Dec2021 to till date

- Handling the day to day Reception works.
- Keeps the Reception area neat and tidy.
- Receiving and Greeting the Students in a Professional Manner.
- Handling all the Enquiry calls from the students.
- Manage to Courier all the Scholarship documents of students on time.

Skills & Strength

- Excellent Communication skills and Interpersonal skills.
- Loyalty and dedication towards profession.
- Quick perception and analysis skills.
- Leadership Skills.
- Adaptive learner.
- Strong proficiency in Microsoft Applications.
- Typing skills.

Personal Details

Permanent Address : Kaithaveli House, Manaserry, Kannamaly P.O Kochi-8
Age & Date of Birth : 04-01-1997
Husband Name : Steffin K T
Father Name : C M John
Sex : Female
Marital Status : Married
Nationality : Indian
Religion & Caste : Christian, Latin Catholic
Languages Known : English, Malayalam

DECLARATION

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place: Kochi

Date:

SUMY STEFFIN