

Resume

Name : MINNU V

Mobile no: 9562438641

Email-ID : minnuvikraman13@gmail. com

Address: Cherukunnath House Mundakayam

PO

Mundakayam Kottayam

Pin : 686513

Career Objective

Seeking new challenges, looking to join a progressive organization that has need and offer opportunities for advancement. Seeking a position where I can serve with my utmost capabilities and where I can give full play to my creativity to excel within and to grow with Institute.

Educational Qualification :

Class	Board/University	Year	Percentage
Mcom	MG University	2017-2019	83%
Bcom	MG University	2014-2017	74%
12	CBSE	2012-2014	79.9%
10	CBSE	2012	86%

Technical Skills

- Well versed MS Excel, MS Word, MS Access, MS PowerPoint

- Efficient in Internet and Basic Computer Applications

Work experience:

Worked as an accounts administration staff for 1 year in UAE

Personal Qualities:

- Ability to work independently both with minimal supervision as well as in a team.
- Quick decision making.
- Good command over calculation.
- Quick learner.
- Loyal towards work & duties.
- Can work under stressed condition.
- Good communication skill.

Personal Details:

Father's Name: P S VIKRAMAN

Mother's Name: GIRIJA S

Date of Birth: 13/09/1996

Gender: Female

Marital Status: Married

Nationality: Indian

Languages known: Malayalam, English and Hindi

Permanent Address: Cherukunnath House
Mundakayam PO

Mundakayam, kottayam Pincode:686513

Declaration:

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

Place: Mundakayam

Name: Minnu V