



TREASA ALEESHA

CONTACT

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D/o KC Antony
Komaranchath House
Janakiya Raod, Boat Jetty line
Vaduthala PO Kochi 682023

SKILLS

- Critical thinking
- Problem-Solving
- Team work
- Communication skill
- Leadership skill
- Computer Literacy

EDUCATION

HIGHER SECONDARY SCHOOL
HSS OF JESUS KOTHAD ERNAKULAM
SCIENCE- BIO MATHS
2013-2015

GRADUATION
DON BOSCO COLLEGE, VADUTHALA
BCOM FINANCE AND TAXATION
2015-2018

POST GRADUATION

MG UNIVERSITY
2019-2021

PROFILE

Technologically savvy and goal oriented office assistant. Driven and motivated to help organization thrive. Skilled in prioritizing and completing tasks independently .

EXPERIENCE

CALISTA INTERIORS PVT LTD, EDAPPALLY

ESTIMATION CREATOR FOR INTERIOR WORKS AND ASST ACCOUNTANT

2018- Present

- Day to day accounting (Cash & Bank)
- Eway bill preparation
- Debtors & creditors management
- Banking transactions
- Sales & purchase entry in tally software
- Salary calculation & Processing
- Estimation preparation for Interior projects , supporting Autocad

PERSONAL DETAILS

- Gender: Female
- Marital status: Single
- DOB: 29-11-1997
- Nationality: Indian

TECHNICAL & SOFTWARE SKILLS

- Accounting software- Tally ERP
- Diploma in GST sales practitioner
- Other software skills
Microsoft office (Microsoft excel, Microsoft word),
Internet mail etc

DECLARATION

I hereby declare that all the particulars given above are true and correct to best of my knowledge

Date: 15-03-2023

Place: Vaduthala, Kochi