# Career Objective



**GEETHU ISSAC**

**Email:**geethuissac1997@gmail.com

**Address for Communication:**

**Kariyil house**

**Cherthala P O Cherthala**

**AlappuzhaKerala, Pin: 688524**

**Phone:
+91 9947313616,+7012449379**

**Personal Data**

**Father :K J Isaac
Mother :Thankamma
Date of Birth :24-March-1997
Place :Cherthala**

**District :Alappuzha
State : Kerala
Nationality :Indian**

**Languages-Known**

**Able to speak: English, Malayalam,**

**Able to write: English, Malayalam**

**Able to read: English, Malayalam.**

To be the part of an organization where my skills can be applied effectively for the growth of the organization as well as to build up a challenging career. I intend to contribute positively towards the growth and prosperity of the company. I want to apply my business development skills to an environment where they will make a significant impact on the bottom line.

# Personal Statement

Talented in Filing duties related with GST, TDS etc and a quick learner. Have much Computer skills in TALLY ERP, M S SOFTWARE, and Billing. Excellent in problem solving.

# Key-skills and Management

Professional management skills

* Meeting objectives
* Motivating and developing staffs
* Excellent team building skills

# Education

* Doing **M.com in Finance** at CAAM College of Accountancy & Applied Management Cherthala
* **B.com Commerce with Computer Application** with 69 % from Naipunnya School Of Management, Cherthala(2014-2017)
* **Higher Secondary** with 79% in Commerce from

Holy Family Higher Secondary School Cherthala (2012-2014)

* **SSLC** with 69% from St Mary’s G H S Cherthala

# Technical Expertise

* Operating Systems : Windows 7 / 8 /10
* Applications & Tools : Tally.Erp9, MSOffice(all)

# Working & Training Experience

1. Job : Accounts Assistant

Firm : Jossy Thomas &co

 Tax consultant

Place Cherthala , Alappuzha

Experience: Presently Working (from14/11/2017)

Reference : Jossy Thomas

 jossythomasco@gmail.com Ph. +91 9446039662

# MainProject

Website Development for National Coir Looms Pvt. Ltd. Alappuzha

# Achievements

* . Organized VANQUISH, a Management Fest by Naipunnya school of management, Cherthala.

# Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

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# Date :

**Place : Geethu Issac**