



## KAVYA RAGHU

### Personal information

Full Name : Kavya Raghu  
Father's Name : Raghu P K  
Gender : Female  
Nationality : Indian  
Date of Birth : 15/06/1998  
Marital Status : Married

### Present Address

Rajbhavan House  
Kalady P O  
Chengal  
PIN: 683574  
Ernakulam District  
Kerala

### Contact Number

Mob : +91 7902755496

Email : [kavyaraghu605@gmail.com](mailto:kavyaraghu605@gmail.com)

### Languages Known

- ❖ English
- ❖ Hindi
- ❖ Malayalam

### Additional qualifications

- Tally
- Advance Excel
- GCC VAT
- SAP

## CURRICULUM VITAE

### CAREER OBJECTIVE

- ❖ To work in an organization which gives me ample opportunity to showcase my talent and in turn whatever I do, I ensure that I do it in the best possible, effective and an ethical manner.

### PERSONAL SKILL

- ❖ Ability to work as a team
- ❖ Computer literacy
- ❖ Hard working with positive attitude
- ❖ Self-discipline
- ❖ Communication skill

### ACADEMIC PROFILE

Course	Name of the Institution	Board/University	Year of Passing
M.Com	Yeldo Mar Baselios College Kothamangalam	M G University	2020
B.Com	Yeldo Mar Baselios College Kothamangalam	M G University	2018
Plus Two	Govt. Model HSS Muvattupuzha	Kerala Higher Secondary Board	2015
SSLC	Ebenezer HSS Veettoor	Kerala Board Public Examinations	2013

### WORKING EXPERIENCE

- ❖ Accountant  
Style N Smooth Import Export LLP, Valakom, Muvattupuzha  
(1.6.2020 to 30.12.2022)

**Responsibilities:** Keeping sales and purchase ledger, Bank Reconciliation, Return filing.

### DECLARATION

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Place :

Date :