



PROFILE

To excel among professional where I can utilize my skills and knowledge with strong commitment and dedication, for the progressive growth of the company.

PERMANENT ADDRESS

Thennasseril (H)
Arakkunnam (P.O)
Ernakulam (Dist)
Pin:682313

PRESENT ADDRESS

Thennasseril (H)
Arakkunnam (P.O)
Ernakulam (Dist)
Pin:682313

CONTACT

PHONE : **+91 9544733781**
: **+91 9847733781**

EMAIL:

mariamarythampi212@gmail.com

MARIA MARY THAMPI

EDUCATION

- Successfully completed Higher Secondary Education from **St. Paul's HigherSecondary School Veliyanad,2017**
- Successfully completed High School Education from **St. Philomena's Public School and Junior College Elanji, 2015**

PROFESSIONAL QUALIFICATION

- Pursuing Master of Commerce (M.Com) General at **Indira Gandhi National Open University (IGNOU)**
- Successfully completed Bachelor of Commerce (B.Com) Finance and Taxation from **Stella Maris College of Commerce and Industry Ramamangalam (M.G University),2020**

ADDITIONAL QUALIFICATON

- Advanced Certificate Program In Financial Accounting & Taxation (Uk Certification)
- Tds Certificate Using Tally
- Tally Prime Essential Level 1
- Certificate In Accounting Technician

WORK EXPERIENCE

- **Currently working as HR Assistant at Aptiv Connection Systems India Pvt Ltd Arakkunnam Ernakulam (26/04/2022- Present)**
 - Enrollment
 - Attendance Authorisation
 - Mismatch clearing
 - Overtime Authorisation
 - Documentation

PERSONAL DATA

Date of Birth :28/10/1999
Sex :Female
Nationality :Indian
Marital Status :Single
Father's Name :T. J THAMPI

HOBBIES

Cooking,
Movies,
Music.

LANGUAGES KNOWN

Proficient in

English,
Hindi,
Tamil,
Malayalam.

HANDS ON TRAINING

Presentation

- Project conducted on customer satisfaction of Google Pay users in Piravom Municipality.

SKILLS

- Communication
- Leadership
- Problem solving
- Time management
- Decision making

COMPUTER PROFICIENCY

- MS OFFICE
- TALLY ERP 9

EXTRA CURRICULAR ACTIVITIES

- Participated in Environmental activities and spread awareness about being safe and environmentally friendly during the holidays.
- **National Service Scheme (NSS) Volunteer at NSS Camp conducted by college under MG University.**

REFERENCE

Mr. Joyce P George
HR APTIV
Phone: +91 8281231233

DECLARATION

I hereby declare that the above information is true to the best of my knowledge. Thankyou for your consideration.

Date:

Place:

MARIA MARY THAMPI