



**Name: SANDRA KURIAKOSE**

**E mail ID: sandrakuriakose28@gmail.com**

**Contact No: 6238276297**

### **Career Objective**

To join a well known organization to enhance my skills and reputation and also help to aid me with a bright future.

### **Educational Background**

- ❖ Completed Certified Management Accounting (CMA USA) from logic school of management, Thrikkakkara
- ❖ Graduated in B. Com with Computer Application from Swamy saswathikananda college, poothotta (MG University, Kottayam) in 2021 with 61%.
- ❖ 12<sup>th</sup> Board (STATE) passed out in 2018 from St Ignatius V&HSS Kanjiramattom with 85%.
- ❖ 10<sup>th</sup> Board (STATE) passed out in 2016 from SNDPHSS, Udayamperoor with 75%.

### **Professional Background**

- Seven months experience as back office assistant at Ajmal Bismi, Mulanthuruthy

### **Technical Skills**

- ❖ Good command over Ms Word, Ms Excel, Ms PowerPoint.
- ❖ Have basic knowledge in Tally ERP 9

### **Interpersonal skills**

- ❖ Excellent customer service

- ❖ Excellent written and verbal communication skills
- ❖ Ready to take up challenges.
- ❖ Strong analytical skills.
- ❖ Organising events.
- ❖ Works with utmost sincerity

### **Personal Details**

- ❖ Date of birth: 04/11/2000
- ❖ Languages known: English, Malayalam, Tamil
- ❖ Hobbies: listening music, travelling
- ❖ Address: Cheruthottil house, perumpilly p.o, mulanthuruthy, ernakulam, 682314

### **Declaration**

I hereby declare that the above furnished details are fully true to the best of my knowledge and belief.

Yours truly

SANDRA KURIAKOSE

Place: perumpilly

Date: 10/05/2023