



JIYA KD

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Kalathingal (H) Muriyad p.o Thrissur Pin - 680683



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately



SKILLS

Quick learning
Active listening
Decision Making
Organization
Disciplined and have strong sense of responsibility



EXPERIENCE

6/10/2021 -
25/03/2022

**Biju & Biju Associates,
Kuriyachira**
Profiling trainee
Chartered Accountants Firm
Loan verification Back end work
Document verification
Maintain daily reports in MS word



EDUCATION

2021

Calicut University
MA English Literature
61%

2019

Calicut University
BA English Literature
63%

2016

S.K.H.S.S. Anandapuram
Plus two
76

2014

S.K.H.S.S. Anandapuram
SSLC
91%



COMPUTER KNOWLEDGE

Ms word
Ms Excel



LANGUAGES

English
Malayalam
Hindi



INTERESTS

Interest to learn new things
Organizing
Reading
Communication
Customer service