



JIYA KD

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## 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  
Desciplined 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