

SRUTHY SUBRAMANYAN

Career Objective

To be a part of an esteemed organization and prove myself dedicated worthwhile and energetic in the field given to me that gives me scope to apply knowledge and skills to the best and dynamically work towards the success growth of the organization.

Career History

Billing & Cashier

Sept 2021 – Dec 2022

Reliance Retail Limited,

Duties & Responsibilities:

- ✓ Prepare account balances
- ✓ Manage debts or any other inconsistencies
- ✓ Calculate receivable bills
- ✓ Update the accounting system
- ✓ Deliver invoices and bills and to customers
- ✓ Create account statements for customers
- ✓ Answer customer inquiries
- ✓ Create reports and present to managers

My Academics

Advanced Diploma

2020 – 2021

HOSPITALITY MANAGEMENT

Indian Institute of Infrastructure and Constructions, Kollam

Professional Diploma

2019 - 2020

COMPUTER FINANCE APPLICATIONS

Kerala State Rutronix, Aluva

Graduation

2018 – 2021

B.COM - CO-OPERATION

Mahatma Gandhi University, Kottayam

Higher Secondary

2015 – 2017

Plus Two – Commerce

Mahatma Gandhi University, Kottayam

Professional Skills

- Attentive listening and effective oral communication skill
- Critical thinker
- Time management
- Attention to Detail
- Customer Service
- Positive Attitude
- Teamwork

Declaration

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

About Me:

"I consider myself responsible with initiative and punctuality. I accept with pleasure the challenges and goals that your organization could assign me, with good handle of the interpersonal relationships, ability to work in teams, so as to face challenges efficiently and achieve the goals set by the company and my work group."

CONTACT INFORMATION

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Kunjunikkara
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Ernakulam, Pin 683108

PERSONAL DATA

Gender : Female

Date of Birth : 14 Nov 1996

Nationality : Indian

Marital Status : Single

HOBBIES

- Travelling
- Music & Movies
- Drawing

LANGUAGE PROFICIENCY

- English
- Malayalam
- Tamil

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