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27-04-1999

## APARNA SURESH

Chekidariveliyil (H)  
Kureekkadu (PO)  
Chottanikkara  
Ernakulam  
Pin : 682305



### OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

### SKILLS

- . Time management
- . Ability to work with any work environment
- . Communication skill
- . MS office
- . Tally
- . GST knowledge
- . EWAY bill making

### LANGUAGE

Malayalam  
English  
Hindi

### ADDITIONAL INFORMATION

Marital status : Married

### EXPERIENCE

#### Friends Associates

April 2019 -  
November 2019

Accounts Trainee

Works as an accounts trainee, and know the GST filing, how to enter voucher in tally and prepare balance sheets and profit and loss accounts.

#### Reach out Ventures

February 2020 -  
September 2020

Customer care Executive

Works as a Customer care Executive in a job consultancy. So i know how to communicate with customers and customer relationship.

#### Mcube Traders

October 2021 -  
continuing

Accountant

Now I am an accountant for a sand exporting company. Doing billings and mailing. And checking all the company accounts and keeping all accounts in tally.

### EDUCATION

#### BPC College Piravom

Passing Year - 2016-  
2019

BBA

Grades : A grade

#### Govt HSS Mulanthuruthy

Passing Year - 2014-  
2016

Plus Two

Grades : 80%

#### St George's HSS Vennikulam

Passing Year - 2014

SSLC

Grades : 93%

### PROJECTS

#### Job satisfaction among Employees

BBA project was about employees job satisfaction in their work place. It was done at OEN India Ltd. Vettikkal.

Signature:

Aparna Suresh