**BIODATA**

**Personal Details **

Name: **Sreerenjini.R.Babu**

Husband’s Name: Vijeesh T. V

Father’s Name:K.V.Remesh Babu

Mother’s Name: Thankamani

Date of Birth: 22-12-1992

Gender: Female

Religion: Hindu (Ezhava)

Nationality: Indian

**Career Objective**

 Post Graduate in Commerce with distinction would like a challenging and fulfilling post regarding to education.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| DEGREE | INSTITUTION | YEAR OF PASS | CLASS |
| SSLC | Govt. Girls Higher Secondary School,EKM | 2008 | Distinction |
| Plus Two | Govt. Girls Higher Secondary School,EKM | 2010 | Distinction |
| B.com Taxation | The Cochin College,Kochi | 2013 | Distinction |
| M.com Finance | Maharajas College,EKM | 2015 | Distinction |
| HDC & BM | CTC, N Paravoor | 2022 | Second Class |

**Other Skills**

* Good communication skills
* Enthusiastic, energetic, adaptable, patient, friendly.
* Willingness to learn, good time management.
* Very efficient in doing Tally.

**Computer Proficiency:**

* Operating system: windows 7, windows 8, Windows 10
* Malayalam Typing
* Office packages: Microsoft office
* Office package : Microsoft PowerPoint
* Microsoft Excel
* Adobe Photoshop
* Tally
* PFMS
* E-Office Kerala

**Experience**

1. Accountant in i-STED Project, Department of Science and Technology, Govt. of India for 5 years.
2. Worked as Account Clerk in KHWWB for 10 months

**References:**

Shall provide up on request**.**

**Address:**

Thaiparambil House

Bakery Stop

Cherai P O

Phone number: 9895380643

E-mail id: sreerenjini9@gmail.com

**Declaration:**

 I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place:Ernakulam