

Namitha Jose



Contact

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Languages

- English
- Malayalam

Skill Highlights

- Tally ERP
- MS Office(Word, Excel ,PowerPoint)
- SAP FI & CO
- Accounting
- Management
- Customer Service

Personal Details

Date of Birth: 19/12/1997

Nationality: Indian

Gender: Female

Marital status: Single

Summary

To enhance my skills, capabilities, and knowledge in an organization that recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Trainee Bank Clerk

Jun 2022 - Dec 2022

The Kanjirappally Co- operative Agricultural and Rural Development Bank

- Performed various administrative functions, including filing paperwork and bookkeeping.
- Prepare loan documents and processing loan papers.
- Handling customers and give perfect customer service

Education

MBA - Human Resources Management

Jan 2023 -Ongoing

Indira Gandhi National Open University
(IGNOU)

B.Com Computer Application

Aug 2017 - Jun 2020

MG University

Bishop Vayalil Memorial Holy Cross College, Cherpunkal

Mark: 67.8 %

12th Grade

Jul 2015 - Mar 2017

HSE Kerala Board

St. George HSS Aruvithura, Erattupetta

Mark: 84%

10th Grade

Jun 2014 - Mar 2015

CBSE

St. Alphonsa Public School, Aruvithura

Mark: 74%

Certifications

- Diploma in Goods and Service Tax practice Kerala State RUTRONIX
- SAP FICO

Academic Project

- A study on consumer satisfaction towards branded Footwears

Reference

Sheejamol Jacob

HOD, Bishop Vayalil Memorial Holy Cross College, Cherpunkal

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