



VARSHA XAVIER



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Flat no 101 Breez Haven, opposite oven Thevara; 682013

EDUCATION

B.COM; MARKETING

The Cochin College- 2014

M.COM; FINANCE

Distance Education - Pursuing

PERSONAL DETAILS

Date of birth: 24-March-1994

Nationality: Indian

Marital status: Married

ACHIEVEMENTS

Silver Medal – Ernakulam district Taekwondo Championship.

Bronze Medal – Kerala state school Taekwondo Championship.

SKILLS

- Account Management
- Computer Proficient
- Office Administration
- Customer Service

HOBBIES

- Dancing
- Modeling



ABOUT ME

Accounts assistant experience of two and half years with customer relations and office administration expertise. Seeking more experience in accounts and looking for challenging positions with opportunities for advancement.



WORK EXPERIENCE

KKM Group

Feb 2015 – Oct 2015

Panampilly Nagar

ACCOUNTS ASSISTANT

- Office administration and customer relations
- Managed daily accounting tasks including tracking business expense, paying invoice and preparing bank deposits.

East West Trade Lines

May 2016 – Oct 2017

Ernakulam

FRONT OFFICE EXECUTIVE & ACCOUNTS ASSISTANT

- Always keeping a positive attitude and responding quickly for resolving customer's complaints, concerns, and other issues
- Creating invoices for customers' purchases, preparing the courier packages, and arranging its delivery.

Koraman Trading Company

Jun 2018 – Sep 2018

Edappally

ACCOUNTS ASSISTANT

- Preparing invoices and office administration
- Reviewing all invoices and receiving payments. Resolve any billing errors to mitigate outstanding accounts.



TECHNICAL QUALIFICATION

- Certified Word Processing and Data Entry (CWPDE).
- Tally