



MEENU P M

MBA Candidate

CAREER OBJECTIVE

Work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objectives.

PROFESSIONAL EXPERIENCE

Accountant cum Office Assistant Smart Packaging

December 2019 to December 2021 – Kaloor, Ernakulam


- Recording all accounting transactions in Tally ERP9.
- Managing Zoho CRM Software for marketing
- (Lead Creation, Preparation of Quotation and Sales Order)
- Sending samples to new customers and follow up.
- Direct and indirect communication with customers about new orders and enquiry.


Junior Assistant

Manappuram Finance Limited

June 2018 to November 2018 – Edavanakkadu, Ernakulam

- Maintained records of loans including associated fees and payment dates.
 - Prepared daily and monthly loan reports.
 - Managed and processed all loan requests.
 - Managed loan payment arrangements and due dates.
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Elamkunnappuzha P O, Vypin,
Ernakulam

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KEY SKILLS

- Leadership skill
 - Team building
 - Mentoring
 - Creative thinking
 - Public speaking
 - Problem solving
 - Decision making
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TECHNICAL SKILLS

- Tally.ERP9, Tally Prime
 - Microsoft Office 2016, 2013, 2010, 2007 etc.
 - Windows 11, 10, 8.1 etc.
 - Peachtree
 - Quickbook
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AREA OF INTEREST

- Employee Relations Administrator
 - Employee Relations Manager
 - HR Executive
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LANGUAGES KNOWN

- Malayalam (mother tongue)
- English (writing, reading, speaking)
- Hindi (reading, writing)
- Tamil (speaking)

PERSONAL DETAILS

- DOB: 25/02/1997
- Marital status: Married
- Gender: Female

HOBBIES

- Listening music
- Watching movies
- Travelling

REFERENCE

- Mr. Abhilash
Assistant General Manager,
Manappuram Finance Limited,
Mob: +919633658046
- Mrs. Sagini Thomas Mathai
Principal, SNGIST Group of
Institutions, N.Paravur,
Ernakulam,
Mob: +919249501160
- Mr. Mohan Menon
Manager, Smart Packaging
Mob: +919847334320

INTERNSHIP EXPERIENCE

Immco Saranga Geosoftware & Engineering Services Pvt. Ltd.

CSEZ, Kakkanad, Ernakulam

- 45 days of internship in HR department from 13th July, 2022 to 27th August, 2022

QUALIFICATION

- **MBA** (Pursuing)
2021-2023
APJ Abdul Kalam Technological University
SNGIST Group of Institutions, Manjaly, North Paravoor
- **B.Com Computer Application & Co-operation**
2014-2017
Mahatma Gandhi University
S.N.Arts & Science College, Kadamangalam, North Paravoor
- **HSE** (Commerce)
2012-2014
Kerala State Board
Govt. HSS Ezhikkara, Nort Paravoor.
- **SSLC**
2012
Kerala State Board
Little Flower High School Narakkal.

ADDITIONAL CERTIFICATION

- Advanced Diploma in Entrepreneurship from Alison 2022.
- Advanced Diploma in Communication Essentials from Alison in 2021.
- Completed IAB certified Diploma in Indian and Foreign Accounting (DIFA) in 2018.

INDUSTRIAL EXPOSURE

- Industrial visit to Kannan Devan Hills Plantations, Mattupetty, Munnar, Idukki
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PROJECTS

- Project based on 'Consumer Perception Towards Flipkart' in 2017
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EXTRA CURRICULAR ACTIVITIES

- Active participant and coordinator in Finance games of ZEITGEIST 2K22 THRONOS