

LAKSHMIPRIYA K R



CONTACT

📍 Kochambanattu (H) peroor p. O kottayam

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🎂 19/06/1999

OBJECTIVE

To seek an opportunity in a well known organization that allow me to develop and enhance my skills, and become a valuable part of the organization's growth.

SKILLS

- basic knowledge of MS office (Excel, word and PowerPoint)
- Ability to prepare journal entries
- Communication skill
- Ability to understand various financial statements
- Analytical and problem solving skills, Time management, Active learning

LANGUAGE

- ✓ Malayalam (speak, read, write)
- ✓ English(speak, read, write)
- ✓ Tamil (speak)

EXPERIENCE

Ettumanoor municipality

25.04.2019 -

One month as internship training in ettumanoor municipality in accounting section. 29.05.2019

- Prepare Annual Financial Reports of the Municipality.
- Prepare Monthly Financial Reports of the Municipality.
- Record financial transactions of the Municipality.
- Maintains all financial records.
- Receive and verify invoices and requisition for goods and services.
- Record all cheques
- List all vendor cheques in the log book.
- Maintain updated vendor files and file numbers.

Ettumanoor service co-operative Bank

15.12.2021 -

One month as internship training in ettumanoor service co-operative bank in finance section. 15.01.2022

- Preparation of day book
- Interest transfer in interest book
- Ledger posting
- Data entries in KCC day book
- Write loan bond
- Data entry in Saving account daybook
- Data entry in chitty day book Making entry in
- Posting FD ledger

EDUCATION

St. Teresa's college Ernakulam

2020-22

Master of commerce and management

C M S college Kottayam

2017-20

Bcom (finance and taxation)

St. Anne's G H S S ,Kottayam

2015-17

Higher secondary

St. Anne's G H S S, Kottayam

2015

SSLC

PROJECTS

Under graduated project titled "A STUDY ON CONSUMER PERCEPTION OF DIGITAL SERVICES OFFERED BY FEDERAL BANK WITH SPECIAL REFERENCE TO KOTTAYAM DISTRICT" During march 2020.

Post graduated project titled "STUDY ON DIGITALIZATION OF INDIAN BANKS WITH SPECIAL REFERENCE TO SBI IN KOTTAYAM DISTRICT" During august 2022

Signature: _____

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