

RESUME

SURYA ARUN



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CONTACT NO.

Mobile : 9895932090

ADDRESS

Parapilly House
Second Cross Road, Indira Nagar
Kadavanthra P.O., Kochi 682020

PERSONAL DATA

Spouse Name : Arun
Date of Birth : 20.05.1988
Gender : Female
Marital Status : Married
Nationality : Indian
Religion : Hindu
Caste : Ezhava
Languages : English, Malayalam,
Hindi

COMPUTER SKILLS

Tally Prime
MS Office

CAREER OBJECTIVE

To achieve a responsible and challenging position in an organisation where I get opportunity to bring out the best of my creativity, talent and subject knowledge. To significantly contribute my knowledge and expertise in successfully fulfilling assigned tasks and responsibilities through high regards for work quality and unparalleled dedication and professionalism for the further advancement and growth of the institution.

EDUCATIONAL PROFILE

- Diploma in Financial Accounting - Tally prime
- B.Com from MG University, Kottayam on 2004 - 2007
- Plus Two from EMGHSS, Ernakulam on 2002 - 2004
- SSLC from EMGHSS, Ernakulam on 2002

PERSONAL SKILLS

- Highly organized and effective in multitasking environments, able to prioritize effectively to accomplish objectives with creativity and enthusiasm
- A flair for Communicating with people from diverse cultures, able to convey necessary information with clarity
- A team player, ability to work with people from diverse background & experiences.
- Good convincing skill with ability to build long lasting mutually beneficial relationship.
- Good listening and emphasizing skills
- Commitment to life long learning

WORK EXPERIENCE

- One year as Accounts Assistant in Gloria Business and Services Pvt. Ltd. - an Authorised Service Centre of Epson Printers, Ernakulam
- One Year work experience in Reliance Big TV DTH Service ISP as Accounts Assistant at Ernakulam

AREA OF INTERESTS

- Accounts
- Marketing
- Customer Relations

Reference

- Mr. Tenny Paul, Managing Director, Gloria Business and Services Pvt. Ltd, Ravipuram, Ernakulam, Ph: 9895080518

DECLARATION

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

Place: Ernakulam

Date: 23-08-2023

SURYA ARUN