



MEENU XAVIER

**NADAKKAL (H),
MULLAVALAPPU,
KOCHI, ERNAKULAM,
KERALA**

PIN-682001

Mob: 9562629680

Email:

xaviermeenu3@gmail.com

Personal Details

D O B: 28/07/1998

Gender: Female

Marital status: Single

Nationality: Indian

CAREER OBJECTIVE

Highly organized and detail-oriented graduate offering a good academic foundation in Accounting, hands on experience in accounting and finance, seeking to successfully contribute to an organization's financial management goals.

PROFESSIONAL EXPERIENCE

WORKED AS AN ACCOUNTANT ASSISTANT IN AQUA SEA FOOD INDIA PVT LTD. (September 2020-December 2021)

Roles and Responsibilities

- Accounting basic up to finalization
- Taxation-Income tax, GST
- Maintaining day to day office work
- Cash book & Bank book maintenance
- Experience in Accounting

TECHNICAL SKILLS

- TALLY ERP
- SAGE PEACHTREE
- QUICKBOOK
- NET BROWSING
- SAP(FICO)
- MICROSOFT WORD &EXCEL

EDUCATIONAL QUALIFICATION

YEAR	QUALIFICATION	PERCENTAGE	UNIVERSITY
2021	M.com	Undergoing	IGNOU
2019	B.Com (Finance & Taxation)	78.2	M G University
2016	Higher secondary (Commerce)	86.8	State Board
2014	S S L C	87	State Board

STRENGTH

- ✓ Commitment to work
- ✓ Honesty and sincerity

PERSONAL PROFILE

Date of Birth : 28/07/1998
Nationality : Indian
Name of father : N. A. Xavier
Religion : Christian (LC)
Marital status : Single
Languages known : English, Hindi & Malayalam

DECLARATION

I Meenu Xavier hereby solemnly declare that the above information is true to the best of my knowledge and belief.

MEENU XAVIER