



SONIMA C.S

EXPERIENCE

JUN 2013 - At present

- Office secretary/Accountant

- Worked at KVVES, Kanjiramattom.

JAN 2012 - APR 2013

- Data entry operator

- Worked at G&P Associates, Ernakulam

EDUCATION

Studying MA Psychology at IGNOU

BCOM with computer Application in business at MG university

Hospital Administration at ISSD

HARD SKILL

PGDCA\Computer word processing at KGTE

LANGUAGES

Malayalam, English

COMMUNICATION

As an accountant, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office. Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

REFERENCE

(Available on request)

Cherakkottu house
Kanjiramattom, Ernakulam,
Kerala
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Office accountant with 10 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.