



JISNA VJ

To work in a challenging job profile in dynamic environment which gives me an opportunity to enhance my skills and knowledge.
Give Complete contribution for the growth of the organisation.

Contact

Phone

8089380072

Email

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Address

Vettilam Veettil Market Road
vaduthala Po Ernakulam

Education

MG University/Vimalayam College
Kacheripadi

2016-2019 BCom (Finance and Taxation)

Vimalayam College Kacheripadi

2014-2016 +2 (Commerce)

LMCCHSC Pacham

2014 / SSLC

Skills

- Gst
- Tally
- Billing
- Purchase
- entry Excel

Personal Strength

- Self-Confident
- Flexible
- Ambitious
- Hardworking

Language

English

malayalam

Experience

2021_2023

senior counselor/Vedik IAS Academy

work in 1 and half years
customer handling enrolling
new students office work
documentation

2019-2020

Gst - Tally -Billing / Hello delivery

One year Experience in purchase entry ,Gst ,Tally, Excel,Billing
customer handling
office work

Core Skills

- Relationship Bulding
- Team management
- Positive attitude
- Capable to work in a team
- Hard work and self confident
- Flexible by nature
- Have a creative mind,enthusiasm
and kowledge to attain my goals

Personal Information

Name : Jisna V J

Gender : female

Date of birth : 01 November 1997

Father's name : Joseph V.A

Mother's name :Elizabeth P.J

Martial status : Single

Religion : Christian