



ANDRIYA FELIX

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PERMANENT ADDRESS

KOODARAPPILLY
THEVARKAD
VARAPUZHA
ERNAKULAM
KERALA Pin: 683517

PASSPORT DETAILS

Passport No : T4673799
Date of issue : 07/03/2019
Date of Expiry: 06/03/2029

PERSONAL DETAILS

Name of Father : Felix K M
Name of Mother: Dessy Felix
Date of Birth: 16/01/2001
Nationality: Indian
Sex: Female
Marital Status: Single

PERSONAL SUMMARY

To obtain a challenging position that provides me opportunities to exploit my knowledge and extensive development skills to the extreme levels of my ability and to continually upgrade myself to the highest levels of expertise enabling the organization to achieve its target and growth.

EDUCATION

- CMA (The Institute of Cost Accountants of India)**
2022-2023 Pursuing CMA Intermediate
- B Com Finance and Taxation**
2018-2021 Completed B Com Finance and taxation from MG University, Kottayam with an aggregate of 80%.
- Higher Secondary**
2016-2018 Completed plus two from St. Ann's Eloor with aggregate of 83%.

EXPERIENCE

- Currently working as Trainee in Nazeera and Associates, Chartered Accountants .
Aug 2023 Prepared Financial Statements, Audit Reports, Income Tax Registration, Income Tax returns, GST filing.
- Completed Training in SEA BLUE SHIPYARD Ltd as Accountant (Trainee).
Aug 2022- July 2023
- Accounts at CB Tech**
Jan2022- June2022 Completed training in Accounts a CB Tech, Kadavanthra .
- Marketing Kochi Mero Rail Ld.**
Oct 2021- Nov 2021 Completed Internship in JLN Stadium office and supported and participated in the marketing campaign held a KMRL through face to face and telephonic marketing.

SKILLS

- Tally Prime
- Zoho Books
- Winman Software
- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- SAP FI CO
- Communication
- Problem solving
- GST Filing
- Leadership
- Time Management
- Digital Signature Renewal

CERTIFICATIONS

- SAP FI CO -SAP Power User Course-CB Tech Kadavanthra (User ID – S03341026)
- Tally Prime -CB Tech Kadavanthra(Reg No CB :7992021)
- Excel Skills for Business: Essentials from MACQUARIE University (SYDNEY AUSTRALIA)
- Global Trade Management from MG University
- Swayam Online Course of Introduction to GST.

ACTIVITIES

- Has participated in the IIC online sessions conducted by Institutions innovations Council (IIC) of MHRD's innovations.
- Has participated in the preliminary round of all Kerala Best Manager Contest conducted a St. Xavier's College for Women Aluva organized by Global Institute of Integral Management Studies Cochin.

REFERENCE

Reference will be provided upon your demand.

DECLARATIONS

I here by declare that all the information given above are true and correct with the best of my knowledge.

VARAPUZHA

ANDRIYA FELIX