



APARNA GIRISH

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KOCHIN-8

EDUCATION

BACHELOR SCIENCE IN PHYSICS

ST TERESA'S COLLEGE,
ERNAKULAM, KERALA
2019-2022

+2 COMPUTER SCIENCE

SDPY HSS
PALLURUTHY, ERNAKULAM, KERALA
2017-2019

STATE BOARD

ST ANNE'S PUBLIC SCHOOL
KUMBALANGHI, KERALA
2017

EXPERTISE

TALLY

EXCEL, WORD

ABOUT ME

To build career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling organization goal and climb the career ladder through continuous learning and commitment.

WORK EXPERIENCE

BUSINESS CO-ORDINATOR

- Maximized performance by monitoring daily activities and mentoring team members. Accomplished multiple tasks within established timeframes.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Managed inventory control, cash control, and store opening and closing procedures. On boarded new employees with training and new hire documentation.
- Cross-trained existing employees to maximize team agility and performance.

CERTIFICATES

- Diploma in computer application
- Domestic data entry operator

SKILLS

- Knowledge of MS Office (Excel, Word & PowerPoint) and Tally Prime.
- Ability to prepare journal entries.
- Knowledge of bank reconciliation.
- Excellent communication skills both verbal and written.
- Strong analytical, problem solving and task-completion skills.
- Ability to understand various financial statements.