



AMALA A R

ARUKKATT (H)

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KERALA

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CAREER OBJECTIVES

I desire a challenging and expanding employment opportunity in your esteemed organisation for better advancement in my career and to serve your company at the best of my ability.

EDUCATIONAL QUALIFICATION

- B.COM COMPUTER APPLICATION- MG UNIVERSITY- St,Paul's college kalamassery (2018-21)
- PLUS TWO COMMERCE – Board of higher secondary education kerala – GHSS N Paravur (2015-2017)
- SSLC – Board of State Examination –SMHSS Cherai (2015)

ACADEMIC ACHIEVEMENTS

- Certificate in accounting technician (CAT) from ASAP (Additional Skill Acquisition program)
- Certificate in foundation course (English and computer) from ASAP.

COMPUTER SKILL

- TALLY
- TALLY PRIME 3.0,2.0
- MS Office
- Accounting (excel)

EXTRA CURRICULAR ACTIVITIES

- Member of JRC (2012-2015)

INTERPERSONAL SKILLS

- Patience, creative, and dedicated
- Work as a team mate
- Sense of responsibilities
- Honesty
- Self confidence
- Quick decision maker

WORK EXPERIENCE

- One and half years of experience in Accounting field, Working as Accounting and Audit Assistant at CA Saghesh kumar Associates, Aluva.

PERSONAL DETAILS

Date of Birth : 25-10-1999
Sex : Female
Marital status : Single
Nationality : Indian
Religion : Hindu
Languages known : English, Malayalam, Hindi

DECLARATION

I hereby declare that the above mentioned details are correct to the best of my knowledge.

AMALA AR