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## TERESA JOSEPH

### CAREER OBJECTIVE

Seeking a position where I can utilize my knowledge, abilities and personal skills while being resourceful, innovative and flexible that offers professional growth along with the organization.

### EXPERIENCE

- Successfully completed training for the role of **Accounts Assistant using Tally ERP9** in **TATA HITACHI** (PSN Construction Equipment Private Limited) managing accounting vouchers and ledgers since 01<sup>st</sup> June 2019 to 30<sup>th</sup> September 2019.
- Worked as **Accountant using Tally ERP9** at M K Collection, Market Road Ernakulam from 5<sup>th</sup> October 2019 to 15<sup>th</sup> November 2021 carry on voucher entries and inventory management.
- Worked at **General Hospital Ernakulam** for the role of **Data Entry Operator** in **Karunya Arogya Suraksha Padhathi (KASP-Insurance)** effect from 01<sup>st</sup> January 2022 to 28<sup>th</sup> October 2023 running BIS Portal for providing Ayushman cards and manage patient registration, preauthorization, Discharge and Claim initiation by Using PM-JAY software.

- ### SKILLS & ABILITIES
- TALLY ERP 9
  - MS Excel

### EDUCATION

COURSE	INSTITUTION	UNIVERSITY	YEAR	PERCENTAGE
M.com (Finance and taxation)	St.Thomas college, Ernakulam	MG University	2023	Result pursuing
B.COM (Computer Applications)	St. Paul's College, Kalamassery	MG University	2019	79.9%
PLUS TWO (Computer Commerce)	St. Mary's C.G.H.S.S, Ernakulam	Board of Higher Secondary Examinations Kerala	2016	83%
SSLC	St. Mary's C.G.H.S.S, Ernakulam	Board of Public Examinations	2014	84%

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- COMMUNICATION**
- English
  - Malayalam
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- PROJECT UNDERTAKEN**
- Impact of Celebrity Endorsement on Consumer Buying Behaviour**
- Tools Used: Percentage Method
  - Sampling : Size of study is 60
  - Objectives: To examine the impact and perception of students about the celebrity endorsement and their buying behavior.
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#### **ACADEMIC HONOURS**

- Active participant in National Service Scheme (N.S.S) in St. Paul's College, Kalamassery.
  - Active participant in department level quiz competition conducted in St. Paul's College.
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#### **PERSONAL PROFILE**

FATHERS NAME : JOSEPH MATHAI

MOTHERS NAME : MARY JOSEPH

DATE OF BIRTH : 3<sup>rd</sup> July, 1998

GENDER : FEMALE

MARITAL STATUS : SINGLE

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#### **DECLARATION**

I hereby, declare that the information furnished above is true to the best of my knowledge and belief.

ERNAKULAM

TERESA JOSEPH