

## Curriculum Vitae

**LIYANA SEQUIRA**

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### CAREER OBJECTIVE

**To build upon existing corporate finance skills in both transaction execution and analytics, leading to increased responsibilities and to keep a systematic record of financial transactions which helps the users to understand the day to day transactions in a systematic manner so as to gain knowledge about overall business.**

### EDUCATIONAL QUALIFICATION:

<u>Qualification</u>	<u>Board/University</u>	<u>Percentage</u>
<b>GRADUATION (B.COM FINANCE AND TAXATION)</b>	<b>MG UNIVERSITY</b>	<b>84%</b>
<b>H.S.E</b>	<b>GOVERNMENT HIGHER SECONDARY SCHOOL , ELAMAKKARA</b>	<b>80%</b>
<b>S.S.L.C</b>	<b>KERALA GOVERNMENT BOARD</b>	<b>74%</b>

### WORK EXPERIENCE

**MIS HEAD AND FINANCE HEAD ,CEEMED SURGICALS PVT LTD, ERNAKULAM INDIA  
(2019 – CURRENT)**

- Planning of the Project - PPWS/ Batch Calculation / Overall Planning of the Project
- Handling MRIGS
- Handling MPR Portal All the CCTV Footage & BIO Metric Attendance - Need to Maintain
- All the Performance Evaluation sheet of the Employees need to be maintained.

**RESOURCE COORDINATOR, JARULSS SOFTWARE SOLUTIONS PVT. LTD, ERNAKULAM,  
INDIA  
(2018-2019)**

- Handling all the data of the students
- Entered students daily activities to the Neverskip APP
- Making Garde Cards of the students

**PROFESSIONAL QUALIFICATION**

- **Certification in Domestic Data Entry Operator from NSDC National Skill Development Corporation  
(Rajagiri College of Social Sciences (Autonomous))**

**COMPUTER SKILLS**

**MS Office, Data Entry and Basic Computer Knowledge**

**KEY SKILLS**

**Initiative, Leadership, Ability to think positive and face challenge, Communication Skills**

**PERSONAL DETAILS:**

**Date of birth : 10/11/1997**  
**Father Name : Linson Sequira**  
**Gender : Female**  
**Nationality : Indian**  
**Language Known : English, Hindi, Malayalam**

**DECLARATION**

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

**Date:**

**LIYANA SEQUIRA**

**Place**