



Blessy Biju

Finance Associate

Seeking a position of an entry level Finance Associate to work in a challenging environment demanding all my skills and effort to contribute to the development of the organization by continually upgrading my knowledge & skills and best utilization of my capabilities.



blessybiju456@gmail.com



7356065676



Annamanda, Thrissur, India

SKILLS

Strong Analytical Skills

Verbal and Written Communication

Detail-Oriented

Interpersonal Skills

Good Team Player

Tally ERP

MS OFFICE

Documentation & Reporting

Financial accounting

LANGUAGES

English
Full Professional Proficiency

Hindi
Professional Working Proficiency

Malayalam
Native or Bilingual Proficiency

Tamil
Professional Working Proficiency

INTERESTS

Reading

Dancing

Travelling

Cooking

EDUCATION

CMA Intermediate

Institute of Cost accountants of India

01/2019 - 03/2023

403 marks

Diploma in Office Management with Professional Accounting (DFA) CDIT Technology

06/2023 - 12/2023

85%

Courses

- Tally ERP, MS office, Peach Tree ,
Computerised Accounting

Bachelor Of Commerce (Finance)

Calicut university

07/2017 - 11/2020

58%

Courses

- Customer Satisfaction on E-commerce

Higher Secondary Education

SNDP HSS PALISSERY

06/2015 - 03/2017

82%

Secondary School leaving Certificate

SNDP HSS PALISSERY

06/2014 - 03/2015

85%

WORK EXPERIENCE

Intern

Hrishikeshan & Co. Chartered Accountants

01/2021 - 04/2022

Chartered Accountant Firm

Achievements/Tasks

- Income Tax Return Filing, GST Return Filing, Other accounts related works

Contact : Hrishikesh - 9447985920

CERTIFICATES

CMA Intermediate held by Institute Cost Accountants of India

Certificate of Computerised Financial Accounting

Advanced Certificate Diploma in Office Management with Professional Accounting