

SANDRIA IGNATIUS

Admin and Accountant



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📍 Vypeen

CAREER OBJECTIVE

Seeking a responsible position in an established organization, that allows me to utilize my knowledge to contribute for it's future growth.

EDUCATION

- Certificate course in Hospital Administration - International School of Skill Development (4 Months)
- M.com - Mahatma Gandhi University (2019)
- B.com - Mahatma Gandhi University (2017)
- Higher Secondary - Board of Higher Secondary Examination (2014)
- SSLC - Board of Public Examination (2012)

EXPERIENCE

OAKSTREET EVENTS - Admin and Accountant 2021-2022

- Scheduling interviews and meetings
- Issuing estimates and invoices
- Following up on payments
- Drafting e-mails and letters

ATBOTT SOLUTIONS - Admin and Accountant 2022-Present

- Scheduling interviews and meetings
- Issuing estimates and invoices
- Following up on payments
- Preparing monthly income and expenditure forecast
- Providing relevant informations and documents to tax consultant for GST return filing
- Handling petty cash

TECHNICAL KNOWLEDGE

- Operating System : Windows
- Application : Microsoft Office (Word, Excel & PowerPoint)
- Accounting Package : Tally ERP.9, Zoho Books

LANGUAGES

- English
- Malayalam

PERSONAL STRENGTH

- Sincere
- Hardworking
- Communication

ACHIEVEMENTS

- Received proficiency award for highest score from Esobhavan College, Ernakulam (Higher Secondary 2014)
- Received Dr. Victor George V.M Endowment Award for college Topper from St. Paul's College, Kalamassery (2017)

DECLARATION

I hereby declare that the above mentioned detail are true to the best of my knowledge.

Sandria Ignatious