

TREESA SHEEJA K.J.

PERSONAL PROFILE

Contribute to a dynamic and growing organisation where my solid analytical, interpersonal skills and hard work will have a significant impact.

WORK EXPERIENCE

Accountant

Hearing Care Center, Kochi | April 2021 - May 2022

- Handled account management of the office sales and got strong office handling abilities
- Got strong Tally handling abilities

Front Office Executive

Universal Study Oct 2020 Feb 2021

Front Office Executive

Pearl International | Jan 2020 - Sept 2020

Acquired outstanding front office clerical abilities, including typing and answering phones

EDUCATIONAL HISTORY

B.com Finance & Taxation

MG University Kerala | 2016- 2019

Higher Secondary

Masters College Thuravoor | 2014 - 2016

High School

St. Mary's HSS Chellanam | 2014



DOB: 23/05/1999

CONTACT



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Vytila p.o., Kachapilly Road
Ernakulam, Kochi-682019

SKILLS SUMMARY

- Powerpoint
- Tally
- MS Office
- Customer Handling
- Staff and User Training
- Excel

LANGUAGES



English



Malayalam



Hindi