



Name: Sethulakshmy.P

Address: Pulikkayathu house
Piravom raja church road
Choondy kavala
Puthenkurish P O
Aikaranad south

Picode : 682301

Mobile : 9746490498

Email Id: lachup60@gmail.com

Objectives:

My objectives A hardworking individual with a genuine interest and enthusiasm for helping and looking after people. Having a wealth of confidence in maintaining a healthy and peaceful environment for making sure that resources are utilized effectively and according to practice guidelines.

Educational Qualification

1.Government girls higher secondary school tripunithura

10th score = 65% (2009)

2. St Joseph convent girls higher secondary school trippunithura

12 score = 64% (2011)

3. Nirmala Arts and Science College Mulanthuruthy (2011-2014)

BCom Computer Application

Graduation score = 65%

2015 – 2017 = (I just completed mcom)

Work experience

1. St George Associate CA Firm

Article trainee (Accounts+Auditing) = (1/7/2014 to 27/2/2015)

2. AS Nadh Associate CA Firm

Article trainee (Accounts + Auditing) = (15/3/2015 to 15/5/2015)

3. GPS Consulting & CO Pvt ltd

Office Admin cum Account Assistant = (15/1/2021 to 15/12/2023)

Personal details

1. Marital status: Married

2. Husband Name: Manuraj PN, Tool, and Die Maker.

3. Daughter Name: Charvi M Lakshmy, 5-year-old.

Personal Attributes

- Confidence to perform any kind of job.

- Able to multitask and meet deadlines.
- Able to build a good relationship with clients and staff.
- Motivating personality.
- Helps organization to achieve goals and objectives.

Hobbies: listening to music, watching movies, and reading news portals.

Knowledge: Computer Application Knowledge.

Declaration: I hereby declare that all the above information given is true and Correct in my opinion.