



AMRUTHA MB

8075730163

amruthakunji21@gmail.com

Madathil chirayil house, Poothotta po, Ernakulam, Pin
682307

OBJECTIVE

Seeking a challenging and rewarding job in the accounts, where i can fully utilize my skills and experience and prove myself as a sincere, hardworker, honest and provide my full efforts to fulfill the requirements of the company as high as possible.

PERSONAL DETAILS

- Date of Birth : 21-08-1998
- Marital Status : Single
- Nationality : Indian
- Gender : Female
- Fathers Name : Babu MS
- Phone No : 8075730163

EXPERIENCE

17/10/2023

-

30/04/2024

- **Lahbaab co (UAE)**
Accounts Billing
Customer relationship, Billing, vouchering, Cash handling, Documents controlling.

21/12/2020

-

20/02/2022

- **Indian Space Research Organization- ISRO**
Accounts bills
Assisting Bill Processing, Keeping Customer relationship. Opening Of Purchase Order Maintenance Of Registers
Return Of Expired Indemnity Bond And Insurance Policies. Releasing Of PBG And SD.
Preparing Payment Vouchers .

26/02/2022

-

25/09/2023

- **Mahadeva Distribution**
Accounts bills
Customer relationship. Documents controlling. Organised accounts with experience providing accurate accounting services including analysing reports and storekeeper work in department stores and are responsible for overseeing. It includes maintaining receipts, issuing invoice, overseeing store , maintain data entry. Billing.

EDUCATION

2017-
2020

- **Diploma in commercial practice**
Board of Technical Education

2015 -
2017

- **Plus Two**
Government Board of Education

2015

- **10th**
Government Board of Education

SKILLS

Tally ERP 9, MS Office, Excel, Powerpoint, Book Keeping, Data Entry, Shorthand, Typewriting, Voucher creation, Documents maintaing. Problem solving, Building Relationship, Effective Knowledge, Working responsibly, Team work, Professional discipline, Accountability understanding and supervision, Customer and client relations Office management, Time management.

100%

PASSPORT DETAILS

- Passport No : X7231106
Place of Issue : Cochin
Date of Issue. : 24/03/2023
Date of Expiry. : 23/03/2033
File No : CO2065162334923

DECLARATION

- **Declaration**
I hereby solemnly declare that the above-furnished details are true to the best of my knowledge and belief