

CONTACT

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

2023 - 2025

- **Accountant cum Front office executive**
Ann Group of Company
Analyzing financial data and identifying trends.
Maintaining organized financial records.
Assisting with administrative tasks like filing and answering phones.
- Analyzing front office executive and identifying trends.
Greeting Visitors
Scheduling & Appointments
Administrative Support
Communication Handling
Receive and sort daily mail

EDUCATION

2024-2025

- **International School of Skill Development -ISSD**
Hospital administration
- **MG university**
M.com(Finance and Tax)

2016 -2019

- **Kerala University**
B.com TT (Travel and tourism)

2016

- **Got.model higher secondary school**
Plus two

2014

- **Sree Narayana Memorial Higher Secondary School**
Higher Secondary

SKILLS

- Tally with GST
- Team building
- Microsoft Excel

INTERESTS

- Reading
- Travelling
- Social media platform

LANGUAGES

- English

PERSONAL DETAILS

- Malayalam

- Date of Birth : 14/05/1997
- Marital Status : Single
- Nationality : India

ADDITIONAL QUALIFICATION

- Tally
- GST

COMPUTER KNOWLEDGE

- Spreadsheet : spreadsheet software like goole sheets.
- Basic Computer Skills:Proficiency in using a computer, including managing files, navigating directories, and using common software applications.
- Social Media:Understanding and utilizing various social media platforms for communication and networking.

DECLARATION

- I do hereby declare that the above mentioned details are true to the best of my knowledge and belief