OBJECTIV

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skill in order to remain competitive.

Work Experience

Worked as Junior Accounts Officer (JAO) at Bharat Sanchar Nigam LTD (BSNL)-

A Government Company.

Professional Qualification

Semi Qualified COMPANY SECRETARY. Executive Programme(INTER) pass from

INSTITUTE OF COMPANY SECRATERIES OF INDIA.

Currently pursuing Professional Programme (FINAL).

**Academic CREDENTIALS**

Secured FIRST Rank in M.Com from University of Calicut in the Year 2007.

**PROFESSIONAL STRENGTH**

* Ability to organize, co-ordinate, implement and control work related activities.
* Adaptability – capable of adapting to new environment and grasp work quickly.
* Active team worker capable of working on own initiative and meet strict dead line.
* Highly work oriented.

**PERSONAL STRENGTH**

* Having pleasing personality and very good inter personal skills.
* Energetic, dedicated, self-motivated and a thorough approach to work.
* Excellent moral character.

PERSONAL DETAILS

**Name**

**DISHAR**

**Nationality**

Indian

**Age & Date of Birth**

32 Years, 6th October 1984

**Sex**

Female

**Marital status**

Married

**Languages Known**

English, Hindi & Malayalam

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**CAPABILITIES**

* Quick at learning new concepts and technologies and putting them to use.
* Good communication and interpersonal skills.
* Meticulous and hard working.
* Displaying initiative and independence and can work on own or as a part of a team.
* Setting higher standards of performance.

**ACADAMIC SCORING MATRIX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification  | Discipline | **Board / University** | Year | Score |
| Master in Commerce | Foreign Trade Management | Calicut University | 2007 | 80.6% |
| Bachler in Commerce | Income Tax Law and Practice | Calicut University | 2005 | 85.20% |
| Higher Secondary  | Commerce | HSE, Govt. of Kerala | 2002 | 80.30% |
| S.S.L.C | General | BPE, Govt. of Kerala | 2000 | 90.30% |

**COMPUTER PROFICIENCY**

Well versed with the use of Internet & E- mail, MS Windows, MS Office - MS Excel, Ms Word, MS Power Point, MS- Outlook, and Tally.

**HOBBIES**

Reading, net surfing.

I hereby declare that above furnished information is true and correct to the best of my knowledge.

Yours Faithfully

Dishar