**AMRUTHA**

**AMRUTHA.311525@2freemail.com**

**Nationality : Indian**

**Marital Status: Married**

**Religion : Hindu**

**Visa Status : Husband Visa**

**Date of Birth : 11-05-1992**

**Carrier Objective**

To achieve a challenging position in a professionally managed company to explore my potential and to share my knowledge and experience to increase the profitability of the company.

**Skill**

 **Tally ERP 9** in Excise & Payroll

 JDT Islam Tally Academy, Kerala, India **(2012-2013)**

Computer Literate: Proficiency in MS Word, Power point, Front page

**Education**

**M.Com in Finance (2013-2015)**

Calicut University, Kerala, India

**B.Com in Finance (2010-2013)**

 Calicut University, Kerala, India

**HSC** **(2008-2010)**

Providence GHS School

**Professional Experience**

**PERFECT DETERGENTS (Administrative Assistant May 2015 to June 2016)**

* Giving full administrative and secretarial support to the office manager
* Deal with enquiries from all staff, customers and visitors in a courteous and professional manner (face-to-face over the phone and email)
* Purchased and maintained office supply inventories
* Assist in resolving any administrative problems
* Creates and modifies various documents
* Managing operational projects and conducting basic research
* Providing quality customer service

**EXCELLENT EDUCATION CENTRE (TEACHER COMMERCE STREM)**

**(May 2013 to June 2014)**

Job Profile:

* Prepare and deliver lectures to graduate and under graduate students on topics such as financial accounting, operation research, principles of marketing.
* Evaluate and grade student’s classwork, assignments, projects and papers.
* Compile, administer and grade examinations or assign this work to others.
* Prepare course materials such as syllabus, home assignments and handouts.
* Maintain students attendance record, grade, and other required records.
* Initiate, facilitate and moderate classroom discussions.

**Language Skills**

* English
* Hindi
* Malayalam

**Interpersonal Skills**

* Excellent communication and inter personal skills.
* Great ability in accepting responsibilities & major tasks.
* Team leader skills.
* Flexible under pressure.
* Attending educational seminars
* Maintain confidentiality of records
* Tact to deal with multicultural clients

**Course Related Works**

Worked with **Mrs. Anitha (Secretary Co-operative Bank**) during 30 days of my project. I assisted her in all the works mainly in loan section.

Worked with **Mr.Venugopal** (Marketing Manager of Kilban Foods & Products). There I had a practical experience of product pricing and selling.

We had an Awareness & and outreach campaign for new entrepreneurs there I

* Volunteer the event
* Interface between the speaker and the crowd
* Coordinated networking meetings between investors and entrepreneurs

**Reference**

Available upon request.