**RESUME**

**Geethu**

**Geethu.328942@2freemail.com**

**Career Objective**

To gain an expertise in the field of Accounts and administration and contribute to the growth of organization learning by implementing and learning would be the hallmark of my career.highly focused and meticulous accountant with an excellent employment record of accuracy and client satisfaction. able to work well independentlyor as part of a financial management team.

**Key Skills**

* Good communication and leadership skill
* Sincere and hard working
* Computerized accounting with tally
* Internet and Ecommerce management
* Management accounting and income tax

**IT Skills**

|  |
| --- |
| -Diploma In Computerized Financial Accounting from IGNET( INDIRA GANDHI NATIONAL EDUCATION TRUST )-Tally ERP- 9 |

**Education**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year** | **Institution** |
| MBA (HRM & FINANCE) | 2015 | Prathibha College |
| Bcom(cooperation) | 2012 | Prathibha College |
| Plus Two  | 2009 | G H S S Chalissery |
| SSLC | 2007 | G H S S Mookkuthala |

**Language Skill**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| Malayalam | Yes | Yes | Yes |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |

**Work Experience**

* **Accountant -** Favourite Readymade Garments Company, Malappuram from August 2015 to August 2016

**Personal Information**

Date of birth :17/06/1992

Gender :Female

Marital status : Married

Nationality : Indian

**Declaration**

I do here by declare that the above given details are and accurate to the best of my knowledge.