**RESUME**



**GEETHU**

[**GEETHU.334602@2freemail.com**](mailto:GEETHU.334602@2freemail.com)

**OBJECTIVES**

* Completion of any assigned tasks with its maximum genuineness and precision
* Working as an individual or in a group with a constructive attitude
* Achieve my dream job where I can explore all my skills and abilities

**QUALIFICATION**

* B.Ed. from Avila College of Education MG University,Kerala (2014-2015)-92%
* M.COM (Finance) MG University,Kerala(2008-2010) 58%
* B.COM (Co-Operation) MG University,Kerala (2008-2005) 57%
* Passed HSE commerce ­(2005-2003) 65%
* SSLC ,State (2003) 64%

**SOFTWARE SKILLS**

* 0ffice suite - MS office( word, excel l& power point), C, C+, Java, Oracle . Html.

**LANGUAGES KNOWN**

* English, Malayalam, Hindi (read, write and speak)

**WORK EXPERIENCE**

* Presently working as Accounts Execitive and HR for Metrone Channel from April 2012 till date.
* Worked as Accounts Assistant in Kochi Vision Channel From October 2010 to March 2012
* Worked as Accounts and Documentation Executive in Varunapriya Pvt Ltd (Transportation and Shipping), from June 2008 to September 2010

**JOB PROFILE**

* Acquired knowledge in handling accounts.
* Acquired knowledge in handling HR jobs.
* Acquired Knowledge in handling import and export documentation .
* Acquired Knowledge in coordinating with customers for both import and export shipments.
* Acquired knowledge in preparing Bill of Lading and Invoices.

**JOB RESPONSIBILITY**

* Customer Service .
* Handling Customer queries & rate filing
* Over all coordination with counterpart office Different location.
* Co-ordinate with operations, sales and customer service departments for accurate data updation
* Acquring good knowledge in all type of company accounts.
* To take special care and attention to our customers throughout our service
* Attend Tele enquiries, Generate sales by Tele marketing, updating sailing Schedule & cargo tracking
* Coordination with internal cross functioning departments like Sales, Documentation & Operation department for smooth flow of work.

**PERSONAL DETAILS**

* DATE OF BIRTH 12-11-1987 , 28 Years
* MARITAL STATUS MARRIED
* GENDER FEMALE
* NATIONALITY INDIAN

**DECLARATION**

I hereby declare that the above information are true and correct to the best of my knowledge and belief