**LINTA.343077@2freemail.com** ****

**LINTA**

**CAREER OBJECTIVE**

To pursue a challenging and long term career in an organization, which gives me enough opportunities to prove myself and enhance my knowledge and skills to achieve organization goals thereby ensure growth of the firm.

 **PERSONAL SUMMARY**

An enthusiastic candidate with highly motivated and leadership skills having bachelors degree in Commerce with good academic background along with excellent communication skills who always maintain positive attitude towards works ,enjoy learning new things and willingness to accept challenges and meet deadlines promptly.

**PERSONAL TRAITS**

* Thorough with basics accounting procedures
* Strong analytical, problem solving, organizational ability
* Good written and communication skills in English
* Good presentation skill.
* Ability to deal with people diplomatically
* Willingness to learn
* Good team player
* Positive attitude towards work
* Possess leadership quality
* Dedicated and Hardworking
* Self-confident
* Ability to produce best result in pressure situation.
* Disciplined & good etiquette.

COMPUTER KNOWLEDGE

* Know MS Office word, Excel, Access, Powerpoint
* Know in accounting packages like TALLY ERP , PEACHTREE,QUICKBOOK

PROFESSIONAL EXPERIENCE

* Have been working as administrator cum asst.accountant cum trainer at Eduwizz Academy in Kanjirappally since April 2016.

**ACADEMIC DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE COMPLETED** | **SCHOOL/COLLEGE** | **YEAR OF PASS OUT** | **BOARD/UNIVERSITY** | **MARKS OBTAINED** |
| B.COM WITH COMPUTER APPLICATION | ST.GEORGE’S COLLEGE,ARUVITHURA |  MARCH 2016 | MAHATMA GANDHI UNIVERSITY |  89% |
| 12TH GRADE(COMMERCE) | ST.DOMINIC’S H.S.S, KANJIRAPPALLY | MARCH 2013 | BOARD OF HIGHER SECONDARY EXAMINATION | 96% |
| 10 TH GRADE | A.K.J.M H.S.S KANJIRAPPALLY | MARCH 2011 | KERALA STATE BOARD EXAMINATION | 95% |

**CERTIFICATION COURSE**

* Diploma in **TALLY, PEACHTREE,QUICKBOOK** from G.TEC Computer Education with **A+ Grade**

ACADEMIC PROJECT UNDERTAKEN

**Project Topic**: **“**STUDY ON CORPORATE SOCIAL RESPONSIBILITY OF BANKS WITH SPECIAL REFERENCE TO KISCO BANK, PALAI**”**

**Team size:** 2

**Description:** This project was done to get general idea regarding CSR practices undertaking by banks especially KISCO Bank located in PALAI

**AWARDS/ACHIEVEMENTS**

* Best outgoing student from 10th grade 2011
* Best outgoing student from 12th grade 2013
* Won trophy for best N.S.S camper for the year 2012
* Won first place in Best manager competition held at inter school level 2011
* Worked as team leader for the arts fest conducted at 2012[school]
* Won best leader award continuously for 4 years[school level]
* Worked as vice-president of women’s cell forum at college
* Worked as Event coordinator for various programs held at school and college level
* Anchor for various programs
* Worked as newsreader in SGC NEWS for one year.

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