****

**CURRICULAM VITAE**

HANNA

E-mail: HANNA.351052@2freemail.com

**OBJECTIVE:-**

I am a **punctual** and **motivated** individual who is able to work in a busy environment and produce high standards of work. I am an excellent **team worker** and am able to take instructions from all levels and build up good working relationships with all colleagues. I am **flexible**, **reliable** and possess excellent **time** keeping skills.

**PERSONAL EXPERIENCE:-**

**MEENU’S ENTERPRISES** Cochin, Kerala **INDIA**.

Accounts Assistant **JULY 2015 TO NOV 2017**

**FUNCTIONAL SKILLS:-**

* Petty cash handling.
* Bank Reconciliation,
* Party Reconciliation (Sundry Debtors / Creditors)
* Handling financial accounts statements (Receivables & Payables) ageing report.
* Inventory reconciliation, inventory management, periodical bank submissions.
* Trial Balance, Profit & Loss A/c.

**PERSONAL SKILL:-**

* Self motivated and capable of thinking innovatively.
* Dynamic and confidence.
* Responsible and concentrate
* Time management.
* Problem Solving.
* Excellent Negotiation skill,
* Ability to work under stressful and difficult condition.

**QUALIFICATION:-**

* BECHLOUR OF ARTS (**B.A)** MG **University 2014.**
* PLUS TWO **(XII) /** SSLC **(X)**
* MS OFFICE, e-MAIL & INTERNET APPLICATIONS.
* DIPLOMA IN PROFESSIONAL ACCOUNTING **(TALLY ERP 9)**
* **OFFICE ADMINISTRATION** COURSE FROM **ICICI ACADEMY** FOR SKILLS **BANGLORE**.
* **DIPLOMA IN COMPUTER APPLICATION** STUDIED AT **RUTRONIX CENTER** KERALA.

**INTERNSHIP :-**

**Publication Relation** at General Hospital Pathanamthitta, Kerala INDIA.

**Publication Relation** with Padmavathy Medical Foundations, Kerala INDIA.

**PERSONAL DATA**

Date of Birth : 14/12/1990

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa

Visa Expiry : **18-APR-2017**

Languages Known : Malayalam, English.

**DECLARATION:-**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. During my career span, I fulfilled my duties with clear and conscious mind.

‘’**TRUST** IS EARNED WHEN **ACTIONS** MEETS **WORDS’’**.