**ROSHINI**

**Sharjah, U.A.E**

 **Sharjah,UAE.**

**SUMMARY**

A commerce post graduate from Mahatma Gandhi University Kottayam,

CONTACT

Email id: roshini.379777@2freemail.com

Kerala, eagerly waiting to begin my career. An enthusiastic self starter with good communication and leadership qualities holds good academic records, with a willing heart to learn.

**CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the

Organizational objective .

**EDUCATIONAL DETAILS**

 **2015-2017 MASTER OF COMMERCE**

KMM COLLEGE OF ARTS AND SCIENCE,

 affiliated to Mahatma Gandhi University Kottayam.

 Secured GPA 3.23

 **2012-2015 BACHELOR OF COMMERCE**

SIENA COLLEGE OF PROFFESIONAL STUDIES STUDIES, affiliated to Mahatma Gandhi University Kottayam. Secured GPA 3.22

 **2011-2012 12TH GRADE**

MAHATMA GANDHI PUBLIC SCHOOL,

 Affiliated to CBSE. Secured GPA 7.5

 **2009-2010 10th GRADE**

MAHATMA GANDHI PUBLIC SCHOOL,

 Affiliated to CBSE. Secured GPA 8.4

 **WORK EXPERIENCE**

 **The Institute of Accountants, Kochi**

 (January 2014 to June 2015)

* Undertaken Manual Accounting
* Handled accounts using Tally 9 ERP
* Prepared reports on VAT and income tax

 **The New Indian Express, Kochi**

(March 2017 to June 2017)

* Worked as sales trainee.
* Prepared sales reports**.**

 **TECHNICAL SKILLS**

* Proficiency in MS Word, Excel and outlook.
* Internet savvy
* Tally ERP 9

 **PROJECT UNDERTAKEN**

A study on, “the adoption of digital wallet among smart phone users”

 **STRENGTHS**

* Good oral and writing skill
* Jovial
* Willingness to learn
* Team player
* Ability to deal with people diplomatically
* Time management skill
* Adapt to new environment and roles quickly

 **ACHIEVEMENTS**

* Selected as a coordinating head for organizing job fair and food fest at college.
* Presented a paper on “Consumerism And Consumer Protection” at a National Seminar Conference.

 **PERSONAL INFORMATION**

 **DATE OF BIRTH** 07 February 1994

 **GENDER** Female

 **NATIONALITY** Indian

 **MARITAL STATUS** Single

 **LANGUAGES KNOWN** English, Malayalam, Hindi