

**CHICHU**

**E- mail**

[Chichu.392286@2freemail.com](mailto:Chichu.392286@2freemail.com)

**Personal Data**

Date of Birth : 08-04-1992

Nationality : Indian

Visa Status: Visit Visa( till

29/06/19)

Marital Status : Married

Sex : Female

Religion : Hindu

Languages : Malayalam and

English.

**CURRICULUM VITAE**



**Career Objective**

To make career with a well recognized organization to utilize my knowledge and skills that will contribute to the organizational growth and help me building result originated professional carrier



**Experience**

* Worked as accountant Holy Royal College Nedumkandam Kerala

September 2016 to January 2018 **Roles and Responsibilities**



* Provide administrative support to Accountants
* Undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping.
* Preparing statutory accounts. Calculating and checking to make sure payments, amounts and records are correct
* Reconciling finance accounts and direct debits.
* Calculating and checking to make sure payments, amounts and records are correct.
* Managing petty cash transactions



**On the Job Training**

* One month 12-11-2012 to 12-12-2012 (On the job training) Malanad Co-operative Agricultural & Rural Development Bank Nedumkandam ,IdukkiDist



**Software Knowledge**

* TALLY ERP 9
* VB
* HTML
* ‘C’ Programming
* MS OFFICE ( Word 2000&2007, Excel 2000&2007, PowerPoint 2000&2007 )
* MS Access

**Projects**

* Carried out a project on the topic “Effectiveness of internet banking” in Banking sectors- with special reference to Nedumkandom Grama Panchayath.(M.Com)
* Carried out a project on the topic “Stress Management- Private sector banks”(B.Com)

**Personal Skills:**

* An optimistic person with leadership skills and a good team player.
* Adaptability
* Self Confidence
* Positive Attitude
* Hard Worker
* Friendly Manner

**Academic Profile:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** | **Institution** | | **Board /University** | **Mark/CGPA** |  | **Year** | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | M.com | MES College | | MG University | 64.5% |  | 2016 |  |  |  |
|  | Nedumkandam Idukki | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | B.com wit Computer | IHRD College of | | M.G University | 66.5% |  | 2013 |  |  |  |
|  | Applied Science, | |  |  |  |  |
|  | Application |  |  |  |  |  |  |  |
|  | Nedumkandam Idukki | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | St: Sebastian HSS, | | Kerala Higher |  |  |  |  |  |  |
|  | Higher Secondary | Nedumkandom | | Secondary Board | 69% |  | 2010 |  |  |  |
|  |  |  |  | Of Education |  |  |  |  |  |  |
|  |  | SDA High School | | State Board |  |  |  |  |  |  |
|  | SSLC | Nedumkandam Idukki | |  | 68% |  | 2008 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Curricular activity:** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Qualification** | |  | **Institution** | | |  |  |  |  |
|  | Bank coaching |  |  | Institute of Career development Kollam | | |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |

**DECLARATION**

I hereby declare that the given above information are true to the best of my knowledge and belief and can be supported with reliable documents when needed.

Thanking you,

Date:

**CHICHU**