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|  | **RESUME** |
|  | **JIJO** jijo-392917@2freemail.com |

# Executive Summary:

Seeking a position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

# Academic Profile:

**B.Com**

* Victoria College, Kunnamkulam, Kerala, India
* Co-operation
* Affiliated to Calicut University, April 2014

## Higher Secondary

* Commerce
* G H S S, Kochannur ,Thrissur
* Kerala State Board, March 2007

## SSLC

Kerala State Board, 2005

## IT Skill Set:

* Sound knowledge and understanding of Excel
* Well versed in windows and MS office
* Advanced Diploma in Manual and Computerized Accounting (ADMCA), Certification in Tally

# Personal Information:

Date of Birth : 03-06-1990

Sex : Male

Marital Status : Single

Languages Known : English, Malayalam

Nationality : Indian