

***Raji-395158@2freemail.com***

**Personal Snippets**

Gender : Female

DOB : 24 April 1994

Marital status : Married

Nationality : Indian

Religion : Hindu

Languages known: Malayalam, English, Tamil & Hindi

**Area of Interest**

* Reading
* writing Story, poem
* Stiching&Designing, Beautician, Gardening like searching something new and doing it.
* Make my own dreams and always keep myself happy and positive.

**RESUME FOR RAJI**

**Career Objective**

To pursue a highly challenging career in administration and accounts, where can apply my knowledge, acquire new skills and take advantage of my skills to effectively contribute to the organisation.

**Work Experience**

* **Company 1**

Work experience : 2 years

Designation : Accountant

Location : Ernakulam,Kerala ,India

* **Company 2**

Work experience : 11 months

Designation : Technical Support Executive

Location : Ernakulam , Kerala ,India

* **Company 3**

Work Experience : 8 months

Designation : Receptionist , Billing,Cashier

Location : Ernakulam, Kerala,India

**Academic credentials**

* **Post Graduate in Mcom with Finance**

Mahatma Gandhi University – 2018, Private Study.

* **Graduate in Bcom with Computer Application**
* Amrita Vishwa Vidhya Peetham University , Amrita school of arts and science , kochi -2014
* Higher Secondary level

Govt Higher Secondary School, Chowara-2011.

* Secondary level

Akavoor High school, Sreemoolanagaram-2009.

* **Tally ERP 9**

**I T Skills**

* MS Office
* TallyERP9
* Trescon, Practon
* online payments

**Job Profile**

* Accounts , Online transactions
* client retention , customer Care
* Bank Reconciliation
* Fund Flow
* Purchase &Sales bills

**Summary of skills**

* Patient listener,
* Willing to learn new ideas.
* Good Communication Skill
* Hard worker
* Adaptable to all situations
* Co ordinate and motivate

**Academic Project**

Title : Microfinance assistances provided by SBT

Organization: State Bank of Travancore, panampilly Nagar Branch

Objective : To study about the Micro finance assistance provided to society.

**Declaration**

I hereby declare that the above information’s are true and correct to the best of my knowledge and belief.

**Place: Kanjoor**

**Date**

**Raji**