

**SONIYA**

Email : soniya-395619@2freemail.com



Seeking a position as to utilize my skills, knowledge and abilities gained from my experience and education to contribute to the organization that provides me with an opportunity for more learning and career growth

**WORK EXPERIENCE**



1. **Internetever Technologies,Thrissur,Kerala (16th August 2016 to 27th August 2018)**

**Designation :** Exe. Secretary to MD HR Administrator

**Responsibilities :**

* + Duties includes that of Recruitment, Training, Reporting, and interacting with clients
	+ Employees Time Tracker checking & preparing consolidated Time Tracker
	+ Project file documentation
	+ Checking salary statement & work duration statement
	+ Maintain leaves & attendance of employees

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* Follow employees relieving formalities (Issuing Ex. Letter, salary certificates, Relieving letter)
* Domain Registration, Domain renewals, Hosting & also informing clients about renewals before its expiration
* Live chat login on our website & Report sent to sir
* Employees working status checking
* organizing office meetings

**EDUCATIONAL QUALIFICATION**



* MA Economics From Sacred Heart College Chalakudy
* BA Economics from St. Joseph College Irinjalakuda
* High School Passed From H.D.P.S.H.S.S Edathirinji

**TECHNICAL QUALIFICATION**



* **IDCAF** (International Diploma in Computerized Accounting andFinance)
	+ Basic and Advanced Accounting
	+ Practical Accounting
	+ Financial Accounting
	+ Computerized Accounting –Tally –ERP-9
* Additional Accounting Software’s - QuickBooks and Peachtree
* IFRS Fundamentals
* GST
* SAP Finance end user courses

**PERSONAL PROFILE**



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| --- | --- | --- |
| Date of Birth | : | 30/05/1993 |
| Gender | : | Female |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Visa status | : | Husband Visa |
| Languages Known | : | English, Malayalam |

**DECLARATION**



I declare that the above mentioned details are true to the best of my knowledge and belief.

**SONIYA**