ATHULYA 

**Email:** **athulya-396770@gulfjobseeker.com**

**Visa status : Visiting**

Looking for a suitable job in an organization where I can use my knowledge and skills for the benefit of the organization. Also enhance my personal growth through continual upgrading of

knowledge

**W ORK EXPERIENCE**

|  |  |
| --- | --- |
| **Position** | **Accounts Assistance** |
| **DateofJoin** | **15/05/ 2017 TO19/03/2019** |
| **Jobdescription** | **Handling the creditors, petty cash, day to day operations and construction Accounting of theHospital** |

**ACADAMICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SLNO** | **COURSE** | **CGPA** | **UNIVERSITY** | **INSTITUTE** |
| **1** |  **M.COM(FINANCE) 2015-2017** | **Course** **Completed** | **MG University** | **Distant education** |
| **2** | **BCOM(TAXATION)** **2012-2015** | **50%** | **Kerala University** | **Presidency college,Charumood.** |
| **3** | **VHSE BANKING ASSISTANCE** **2010-2012** | **70%** | **Kerala Board** | **Govt Vocational Higher SeconderySchool, Chunakara** |

# S K I L LS

* Proficient in tally9.2
* word processing andaccounting.
* Advanced Excel,powerpoint.
* ERP 9.2

# PERSONAL PROFILE

Date of Birth : 21/04/1995

Marital Status : Married

Known Languages : Malayalam , Hindi, English

# Date :

#  Yourssincerely

Place :

 (Athulya)