## **SRILATHA jothy**

##

## EMAIL : srilatha.276701@2freemail.com

 Seeking a position where I can implement my professional knowledge to improve the organization and myself. To be able to work in any industry and provide effective office work with Accounting ,marketing and Computer etc..

# synopsis:

* A hard-working Professional who has completed B-Com from Calicut University and PGDCA(Post Graduate Diploma in Computer Application) from Sree Rama Polytechnic,Valapad.
* Acquired practical knowledge through various trainings and academic projects.
* Keen learner with constant zest to acquire new skills
* Team player with strong analytical and leadership skills

# Personal information

Date of Birth : 22 May 1972

Languages Known : English, Malayalam,Hindi,

Nationality : Indian

Sex : Female

Marital Status : Married

Visa status : visit visa

Visa expiry : 23-4-16

# Academic:

|  |  |  |
| --- | --- | --- |
| Course | Board/University | Status |
| S S L C | Board of Public Examination, Kerala | Passed out in 1987 |
| Pre-Degree |  Calicut University | Passed out in 1989 |
|  B-Com  | Calicut University | Passed out in 1993. |
| PGDCA | Sree Rama Polytechnic,Valapad | Passed out in 2000 |

# Computer Skills

* Data processing concepts
* Ms.Dos&Windows
* Ms-Word
* MS-Excel
* Tally7.2&ERP9
* PEACH TREE
* Internet &Email

# Hobbies/ other interests

Listening to music, Chat with friends ,watching TV, reading books

# experience:-

 Four years experience in a real estate Co., **Prominare Builders & Developers** ,Guruvayur. Kerala

Position :- **Accountant Cum Marketing Executive**

Duties :- Keeping Accounts properly including service tax, TDS ,VAT and bank reconciliation and marketing for villa &apartments

Two years experience in **Jyothi & Associates**, Accountants &Auditors, Kodungallur, Kerala

Position :-**Accountant Cum Computer Operator.**

Duties :- Prepared with various shops accounts, Trading and P&L account and Balance sheet.

Two years experience in **Maya Computers**, Valapad,Kerala

Position :- **Computer Instructor**

# Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: TRICHUR

Date: 27-3-16