

CURRICULUM VITAE

AKSHAYA.R

07909238722

akshavaachu206@gmail.com



OBJECTIVE :

To be a part of a company that provides an opportunity and environment to grow. To excel in the work that, I undertake and perform consistently so as to fulfil my commitments and in turn contribute in my company's growth and success.

ACADEMIC QUALIFICATION

B. Com -Computer application

Institution	:	The Palakkad co- Operative arts and science collage, Palakkad
University	:	Calicut University
Year of passing	:	2018-2021

12th – HSE

Institution	:	GAPHSS, Elappully, Palakkad
University/Board	:	Kerala State Board
Year of passing	:	2016-2018

10th – SSLC

Institution	:	GAPHSS, Elappully, Palakkad
University/Board	:	Kerala State Board
Year of passing	:	2016

COMPUTER SKILLS:

MS Office	:	Excel, Word Power point presentation
Tally – GST	:	Accounts management, Inventory management, Payroll, Cost centre, GST online filing, Receipt and payment management, Balance sheet and profit and loss account billing

PERSONAL DETAILS:

Father's Name	:	Rajalingam
Gender	:	Female
Date of Birth	:	09.08.2000
Marital Status	:	Unmarried
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	Malayalam, English, Tamil & Hindi
Communication Address	:	Dwarathpurakkal House, Vadakode, Elappully PO, Palakkad – 678 622

STRENGTH :

- ❖ Good Confidence,
- ❖ Affability, Dedication,
- ❖ Team spirit, Leadership
- ❖ Quality & Flexibility.
- ❖ Smooth Communication and Management Skills.

COMPETENCIES :

- ❖ Excellent communication & interpersonal
- ❖ Problem solving skill.
- ❖ Critical thinking

WORKING EXPERIENCE :

- ☐ Worked as accountant at CANVA GRAMEEN NIDHI Ltd, Palakkad
- ☐ Worked as accountant at AKASH SPECIALITY DRUGS Pvt. Ltd, Palakkad
- ☐ Worked as an accountant at NOTANSA ADS Palakkad

DECLARATION:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place: Palakkad

Date:

(AKSHAYA.R)

