

# SREEDEVI M

Palghat, Kerala 678623

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+919048125273

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Work Experience

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### **Accounts Assistant**

Saint-Gobain - Kanjikode

## Education

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### **B com in commerce**

CALICUT UNIVERSITY - Calicut, Kerala

2022

## Skills / IT Skills

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- Goods & Services Tax
- Certified Industrial Accountant (CIA) course from The Institute of Computer Accountants (ICA)  
Diploma In Office Secretary Ship And Front Office Management Well versed with:
- Communication skills
- Tally Prime
- Microsoft Office (MS Word, MS Excel, MS PowerPoint)
- Taxation & E-Return Filing
- Accounting
- Tally
- Microsoft Excel
- Computer skills
- GST