SNEHA SARA JOSEPH

Mobile No : +91 8157865063

Email   : snehazerajoseph13@gmail.com

             : Pathanamthitta, kerala

PERSONAL DETAILS

Nationality   : Indian
Date of Birth   : 13-12-1997

Marital Status   : Single
Gender   : Female

Religion   : Christian
Languages Known   : English, Malayalam,
                     Hindi, Tamil

EDUCATIONAL QUALIFICATION

☐ Master of Commerce

   (Annamalai University, Tamil Nadu)

☐ PDIFAS(Professional diploma in
  forgein and SAP Accounting)

☐ Certified Management Accounting
  (Institute Of Management Accounting)

☐ B.Com Taxation
  (M G University, Kerala)

☐ Plus Two
  (Kerala Board of Secondary Education)

☐ S S L C
  (Kerala Board of Secondary Education)

CAREER OBJECTIVE

To seek a responsible position which offers a strong emphasis on services with a rapidly expanding organization so as to effectively utilize my skills for advancement of the organization and on professional career work with full determination, sincerity and leave no stone unturned for the success of organization.

PERSONAL SKILLS

➢ Systems involving Microsoft Office
➢ Accounting packages TALLY ERP9, VAT.
➢ Software proficiency
➢ Team working ability.
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SOFT SKILLS

➢ Communication skill
➢ Presentation skill
➢ Time management

PROJECT

Topic   : LIFE INSURANCE

Objectives   :Minimization of losses

                     Diversity of risk

                     Mobilizes of saving

Location   : **PATHANMATHITTA, KERALA, INDIA**

ACHIEVEMENTS

- Participated as an active member in NSS unit.
- Been complimented by co-workers for the effort taken in all events.
- Organized a successful charity event.
- Been elected as a class representative for continues 3 year
- Participated in sports events (Throw items,race)
- Been a leader in environmental club (Worked as a part of protecting environment to an extend)
- Captain of Throw ball, On campus,2018

DECLARATION

I hereby assure you that the above information is accurate and true to the best of my knowledge, in event being selected, you are assured my whole hearted effort to carry out my duties to the best of my abilities.

PATHANAMTHITTA   **SNEHA**