# Resume

# **GANGA NIPU**

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| Address:  LEKSHMI VILASOM  PALACE WARD, IBPO  ALAPPUZHA      Mobile: +91 - 9645346106  Mobile: +91 - 9633107609  **Email:**  [**gangarnath.82@gmail.com**](mailto:gangarnath.82@gmail.com) Personal Details:   Husband’sName NIPU N PILAI  Father’s Name N REGUNATH  Mother’s Name MAYA  Date of Birth 21.04.1988  Nationality Indian  Sex Female  Religion Hindu  Marital Status Married  Languages Malayalam  Known English,Tamil | Objective  To get prominent in the discipline assigned by exploring my skill sets and working to the best of my ability for the benefit of the concern.  Educational Qualification   * **MBA** (Master of Business Administration)from Kerala University (**2011)** * **Bachelor of Business Administration** from kerala University (**2009)**. * **Higher Secondary** from Higher Secondary Board **(2006**). * **S.S.L.C** from **Kerala Government (2004**). |
| My Strengths   * Strong individuality. * Win-Win aptitude. * Dedicated to job. * Positive approach * Motivated team Player   COMPUTER KNOWLEDGE   * Taxation software Known: Winman. * Operating System: Microsoft Windows 7, 2000,XP& VISTA * Office suit: Ms Office * Accounting Package – Tally ERP 9 |

AREA OF INTEREST

* Business Developing
* Accounting
* Marketing
* Customer Care

Accomplishments

Won First prize in Advertising competitions in Institute of Management in KERALA

Got Second prizes in National seminar ‘INOVA 2011’ innovative management strategies which has been conducted by Institute of Management in KERALA

Project Summary

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| Academic Project | **CUSTOMER SATISFACTION WITH SPECIAL REFERENCE TO TATA AIA LIFE INSURANCE COMPANY LTD, ALAPPUZHA** |
| Duration | 2 Months |

Professional Experience

**TATA AIA LIFE INSURANCE**

Designation : Business development manager

Location : Alappuzha,Kerala,India

Duration : June 2011 to August2013

**Responsibilities**

* Develop various source of agent hiring and build a team of agents
* Ability to understand the customer needs and explain about different insurance products
* Train the team members effectively.
* Meet business targets
* Keep update of all the different insurance products

**BHARTI AXA LIFE INSURANCE**

Designation : Sales manager

Location : Alappuzha, Kerala,India

Duration : June 2012 – November2012

**Responsibilities**

* Develop various source of agent hiring and build a team of agents
* Ability to understand the customer needs and explain about different insurance products
* Train the team members effectively
* Meet daily, weekly and monthly target
* Developing and maximizing incomes to the company

**RANGAMANI & CO. (CA FIRM)**

Designation : Accounts Trainee

Location : Alappuzha

Duration : April 2017- Till date

**Responsibilities**

* Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
* Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
* Auditing of Ledger, Cash Books, Daybooks etc. both in manual and computerized system
* Tax audits for Private Companies, individuals and firm
* Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Co-operative Societies, etc.
* Statutory audit of Partnership Firms & Private Limited companies engaged in trading and manufacturing businesses.

Passport Details

Passport No. : K8002746

Place of issue : Cochin

Date of issue : 22.02.2013

Date of expiry : 21.02.2023

**Declaration**

I hereby solemnly and sincerely affirm that the information furnished above is true, complete

and correct to the best of my knowledge and belief.

**Place:**

**Date: GANGA NIPU**