

# RISANA MP

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**PRESENT ADDRESS:**

Moottaparamban (H)  
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Karumbil

**PERSONAL DATA**

Date of Birth : 14<sup>th</sup> May 1996  
Age : 23  
Sex : Female  
Nationality : Indian  
Marital status : Married  
Language : English  
Malayalam

**OBJECTIVE**

To work in an organization, where uses my knowledge and skills for the development of its process growth. Seeking a position to utilize my skills and abilities in the industry that offers professional growth being resourceful, innovative and flexible.

**JOB SKILLS**

- ✓ Maintaining day to day accounting records.
- ✓ Data entry into computers, invoice processing etc.
- ✓ Prepare Quotation, Purchase Order, Outstanding statements etc.,
- ✓ Accounts Receivables & Accounts Payables.
- ✓ Data entry in tally 9.3 preparation of Cash / Bank and Journal Voucher.
- ✓ Making monthly bank reconciliation statement, debit note & credit note.
- ✓ Maintaining stock details.
- ✓ Maintenance of General Correspondence with Vendors, suppliers and Associates.
- ✓ Reconciliation of all bills and invoices received from Vendors and suppliers and process timely payments.
- ✓ Reconciliation of attendance and unit rate billing from Vendors and manpower suppliers and process timely payments.
- ✓ Miscellaneous administrative responsibilities to be shared with the other staff and ensure smooth running of the dep't and the organization.

**EDUCATIONAL QUALIFICATION**

**M.Com (Finance)** : 2017 – 19 (University of Calicut, Kerala, India) with 86%.  
**BBA (Finance)** : 2014 - 17 (University of Calicut, Kerala, India) with 80%.  
**+2 (Commerce)** : The Higher Secondary Board, Govt of Kerala, India with 90%.  
**SSLC** : Board of Public Examinations, Govt of Kerala, India with 89%.

**TECHNICAL SKILLS**

Sr.	Skills & Abilities
1	Tally ERP 9
2	MS office
3	Visual basic
4	SQL
5	Corel Draw
6	Adobe Photoshop

**PROJECT UNDERTAKEN**

PROBLEMS AND PROSPECTS OF WOMEN ENTREPRENEURS.

**ACHIEVEMENTS**

Selected best seminar paper on the topic of 'Customer perception towards branding'.

## **PROJECT SUMMARY**

- ✓ Identified how women entrepreneurs are raising fund to business.
- ✓ Analyzed how they balance their family life and business.
- ✓ Identified what type business they are preferred.
- ✓ Identify their risk bearing capacity of women entrepreneurs.
- ✓ Identified the problems which faced by the women entrepreneurs.
- ✓ Measured
- ✓ the exposure factors are influenced by the women entrepreneurs.
- ✓ Discuss what the schemes are provided by the Govt for promoting women entrepreneurs.

## **KEY STRENGTHS:**

- ✓ Flexibility and adaptability.
- ✓ Decision making.
- ✓ Tolerance.
- ✓ Creating ideas.
- ✓ Effective listening skill.
- ✓ Strategic thinking.

## **DECLARATION:**

I solemnly affirm that the above furnished particulars are true to the best of my knowledge and belief.

**Date:**

**Place:**

**(RISANA MP)**