

PRAVEEN P

HARITHAM

KALLUKUZHJ JUNCTION (IE)

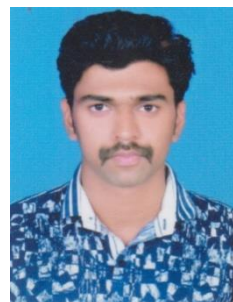
UMAYANALLOOR (P.O)

KOLLAM (DT)

PIN: 691589

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OBJECTIVE

I aspire to join an organization which can provide me a platform to enhance my knowledge & technical skills, by using my strengths and abilities, thereby assisting myself, colleagues and the organization itself to soar to greater heights thus proving to be an asset to the organization.

ACADEMIC PROFILE

DEGREE

Year of passing : 2018
Name of the institution : Cyberia college of advanced studies, Kollam
Specialization : B.COM CA
University : UNIVERSITY OF KERALA

PRE-DEGREE

Year of passing : March 2014
Name of the school : A.K.M.H.S.S Mylapoor, Kollam
University/Board : Kerala Board
Percentage : 66 per cent
Specialization : COMMERCE

MATRICULATION

Year of passing : March 2012
Name of the school : A.K.M.H.S.S Mylapoor, Kollam
University/Board : Kerala Board
Percentage : 66 per cent

EXPOSURE

Applications : MS OFFICE,
TALLY Working Knowledge &
Internet Proficiency
DIFA(Diploma in Indian & Foreign Accounting)
DCFM(Diploma in Computerised Financial Management)

Operating System : Windows series &
Linux

STRENGTH / SPECIALITES

- Communication skill
- Initiative to work and ability to learn.
- Willingness to learn new concepts, ideas and implement new technologies.
- Attitude to share information and new knowledge.

PERSONAL PROFILE

Father's Name	:	PREMACHANDRAN
Mother's Name	:	REMA DEVI L
Date of Birth	:	06/11/1996
Age	:	24
Gender.	:	MALE
Marital Status	:	SINGLE
Religion	:	HINDHU
Nationality	:	INDIAN
Languages known	:	MALAYALAM, ENGLISH & HINDI
Permanent Address	:	HARITHAM
		KALLUKUZHY JUNCTION (IE)
		UMAYANALLOOR (PO)
		KOLLAM(DT)
		PIN 691589

ACHIEVEMENTS

UNDER THE FLAGSHIP OF NSDC: Dept. of Higher Education, Govt. of India

- Completed Accounts Executive - Accounts Payable and receivable programme in consortium with NSDC.

* Financial Assistant of Insurance and ECHS (Ex-servicemen Contributory Health Scheme) at Meditrina Hospital, Ayathil, Kollam(NABH Accredited Hospital) from February 2019

WORK PROFILE

- *Act an important role in all insurance related bills verification.
- *Submission of admission and discharge details to concerned insurance company.
- *Act an important role ECHS and ESI wing.
- *Financial reporting of all insurance claims to DGM finance.

DECLARATION

I do hereby confirm that the information given in this resume is true to the best of my knowledge and belief.

Place : Kollam

Date :

(Praveen P)