

# GEETHU L

Phone: 9995046613

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## Objectives

Seeking career in a well-organized establishment, offering opportunities for growth where my talents and experience will enhance productivity & development of the organization.

## Academic Qualifications

Course	Board/ University	Year of passing	% of mark
M.B.A	Kerala	2016	72
B.Com	Kerala	2014	73
Plus 2	State	2011	71
10 <sup>th</sup>	State	2009	76

## Work Experience

- I. At M/s Issac & Sudhakar, an audit firm at Trivandrum, from 12 Feb 2018- till date.
  - Worked as Finance Executive at Testhouse India Private Limited, MNC at Technopark Trivandrum from 12 Feb 2018 - 31 March 2019.
    - ◆ Handling day to day operational tasks & placing controls.
    - ◆ Foreign currency purchases, per diem calculation & Forex card loading for onsite travelers.
    - ◆ Making vendor payments and effectively managing supplier balances.
    - ◆ Executing transactions with bank and reconciling balances.
    - ◆ Analyzing & reporting daily financial position to CFO & management.
  - Finance Consultant at , The i-Biz Partnership from 01 Apr 2019 – till date.
2. At 360 Degree Sims Private Limited for 10 months as Accountant cum Receptionist.
3. HR Trainee at Air Travel Enterprises Limited, Trivandrum for 2 months.

### **Other Skills**

- Working knowledge of MS Office & Tally ERP 9.
- Good interpersonal communication skills.
- A good Team player

### **Personal details**

Father's name	: Murali R
Mother's name	: Latha S
Date of birth	: 14 May 1994
Gender	: Female
Religion	: Hindu
Marital status	: Single
Permanent address	: TC 36/1904 Panayil Veedu Sangama Nagar , Vallakadavu PO Trivandrum Kerala- Pin: 695008
Nationality	: Indian
Languages known	: English, Malayalam, Hindi & Tamil

### **Reference**

Issac M Arrackel F.C.A	- 9539148000
Shalu Niyad Kassim, Asso Director at Testhouse	- 9447729993
Vishnu Chandran, Director at 360 Degree Sims	- 9995359037

### **Declaration**

I hereby declare that all the information furnished by me in this resume is true to the best of my knowledge and belief.

12-07-2019  
Trivandrum

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