

DHARSANA NAIR

Yakkara, Palakkad

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

ICA Edu Skills Palakkad

01/08/2019 - Now

Computer Faculty

Teaching Tally ERP9, MS Office, Quick Books

Creating online batches

Follow-up student's current status

Maintaining online attendance

ICS IT Education Palakkad

30/09/2018 - 10/07/2019

Accounting Faculty

Teaching Tally ERP9, Quick Books, Peachtree

Accounting Software

Handling different age group of students

Maintaining Attendance Register

PERSONAL DETAILS

Date of Birth : 04/12/1997

Marital Status : Single

SKILLS

Tally Prime, Tally ERP9, Quick Books

MS Excel, MS Word, MS PowerPoint

Peachtree Accounting Software, Daceasy Accounting Software, Manual Accounting

Tally- GST, Tally- TDS, Tally-Payroll

LANGUAGE

Malayalam

English

Hindi

INTERESTS

Dance

Community involvement

To learn new skills

Stage Performance

Music

EDUCATION

Co-operative College Olavakkode (Calicut University)

2018

B.com

60%

K.K.M.H.S.S Vandithavalam

2015

Higher Secondary

62%

