

RESUME

**PARVATHI DAS**

Parvathi Bhavan
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Mannar

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

EDUCATION

DEGREE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	MARKS OBTAINED
BCOM COMPUTER APPLICATION	PARUMALA MAR GREGORIOUS COLLEGE,VALANJAVATTOM,	MG UNIVERSITY	2015	62%
PLUS TWO	NAIR SAMAJAM BOYS HIGHER SECONDARY SCHOOL, MANNAR	KERALA STATE BOARD	2012	73%
SSLC	SREE BHUVANESHWARI HIGH SCHOOL, MANNAR	KERALA STATE BOARD	2010	69%

EXPERIENCE AND REWARDS

INTERNSHIP

- A study on the Stress Management Among The Employees in HEDGE FINANCE, KALOOR, KOCHI
- Organizational study @ QUILON COOPERATIVE SPINNING MILL, CHATHANNOOR, KOLLAM (2016)
- Employee- Employer relationship in Kerala Milk Federation Cooperative, Alappuzha (2015)

ADDITIONAL SKILLS

- Completed training program of LEAP (2016)
- Completed course by FINMARK on fundamentals of capital market (2016)

PROFESSIONAL EXPERIENCE

- **09/2017-02/2018: BILLING STAFF, MAHALEKSHMI SILKS**
 - Performed duties such as compiling, analyzing and recording bills.
 - Provided customer service.
 - Data entry, updating customer details.
- **03/2018-08/2018: JUNIOR ASSISTANT, MANAPPURAM FINANCE Ltd.**
 - Handle organizational and clerical support tasks.
 - Aiding with client reception as needed.
 - Experienced as a virtual assistant.
- **08/2018-02/2019: CHIEF ACCOUNTANT, NRC SUPERMARKET, ALLEPPEY**
 - Involved in working within a financial **accounting** team.
 - Responsible for preparing, examining and analyzing accounting records.

ACHIEVEMENT

- Coordinator of Finance event in TANTRA 2K15
- Coordinator of Hospitality in TANTRA 2K16
- Participant in SARGASADHANAM 2K16@ SGCET

PERSONAL SKILLS

- Good communication skill and leadership skill.
- Comprehensive problem solving.
- Doing the work with perfection
- Self-confident
- Group working mentality

COMPUTER PROFICIENCY

- MS OFFICE
- TALLY
- MS WORD

PERSONAL DETAILS

Date of birth : 29-08-1994

Father's Name : Mohan Das

Marital Status : Married

Nationality : INDIAN

Language known:

Language	Speak	Read	Write
Malayalam	✓	✓	✓
Hindi	✓	✓	✓
English	✓	✓	✓

DECLARATION

The above furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required.

Place: MANNAR

Date:

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