

## **RESUME**

**KAVITHA.P M**

**Muthassi (H)**

**MRA 92,Mannamoola**

**Peroorkada (Po)**

**Trivandrum - 695005**

**Ph No : 7736201650    Email Id – kavitha90375@gmail.com**



### **Personal Objectives:**

I believe in exerting myself to the best of my abilities and providing to be the best in  
Whatever I do. I am always eager to accept new challenge and responsibilities and  
Willing to work hard to achieve success.

### **Personal Details,**

Permanent Address : **Kavitha P M**

Pottakkattu Meethal (House)

Guruvayoorappan College (Po)

Palazhi - Pala

Calicut – 14

### **Educational Qualification**

- SS L C
- Pre- Degree (Commerce)

- B A (Madapally Govt: College)
- Diploma in Financial Accounting

### **Other Qualification**

- Computer – M S Office, Excel
- Tally( 9),
- ERP (Wings)

### **Experience**

- 8 Month Working Prem Consultancy (Audit Firm) in Calicut
- 2 Year Experience as an accountant in Malabar Investment (Calicut).  
(Cash Book, Bank Book, All accounts)
- 5 .1/2 Year's Experience as an Accountant, 1 Year Experience as an Accounts Manager in a SB Electrical & Engineering Works Calicut, (Authorized Dealer Mahindra & Mahindra Dealer) ( PF, ESI, E- Filing, DATA ENTRY, BANK RECONCILIATION, SALARY MAKING, BILLING, TDS,CASH).
- Ganga Developers & Bhumi Home (Tvm) 8 Months in the Year of 2015
- Hercules Automobiles International Private Limited Trivandrum) 2 Years (All Accounts Works)
- 1 Year working M/S Ganesh Auto Solution (**Gee pee Suzuki**) in Trivandrum as a Accounts Manager
- Worked as a Accounts Officer in NCS KIA Trivandrum Since 2019 September

### **Responsibilities**

Purchase, Sales all data entry works in TALLY

Bank Reconciliation

Date of Birth : 13/10/1983  
Religion / Caste : Hindu  
Name of Husband : Pradeep Nair  
Email Address : [kavitha90375@gmail.com](mailto:kavitha90375@gmail.com)  
Contact Number : 7736201650  
Languages Known : Malayalam, English  
Post Applied : Accounts Manager

Thanking You

Kavitha P M