



LIJI FRANCIS

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liji francis20@gmail.com

CONTACT NUMBER

Mobile: +91- 8129362638

PERMANENT ADDRESS

Viji Cottage
Erayimenthura
Pulluvila P.O.
Thiruvananthapuram
Pin code 695 526

PERSONAL DATA

Date of Birth : 20/07/1994
Sex : Female
Nationality : Indian
Marital Status : Married

LANGUAGES KNOWN

English
Tamil
Malayalam
Hindi

HOBBIES

Socializing,
Reading.
Travelling.

CURRICULUM VITAE

CAREER OBJECTIVE

To serve a growing organization to the best of my ability sincerely, honestly with hard labor and where I am the role player for the overall growth of the concern and give respect to my senior. I am ever keen to acquire some new technologies and climb the corporate to ladder by honest and hard work.

WORK EXPERIENCE

✚ Worked as Accountant at Caterpillar private ltd Kuwait since 2 Year.

EDUCATIONAL QUALIFICATIONS

COURSES	UNIVERSITY/BOARD	ACADEMIC YEAR
M.com	Madurai Kamaraj University Tamil Nadu	Pursuing
B.com	Kerala University	2013 - 2016
Diploma In Computer Application	C-apt Multimedia Academy	2018
Tally	C-apt Multimedia Academy	2016
HSC	Dep: Pre University Education Karnataka	March,2013
SSLC	Kerala General Education Department	March,2010

PERSONAL SKILLS

- Ability to effectively present financial data and information to all levels
- Excellent communication skills when writing reports or memos.
- Positive attitude.
- Good memory.
- Like to co-ordinate with others as a team.
- Can find solutions to any problem that may arise in the course of work.
- Good time management skills.

REFERENCE

Miss .Sujitra

PLACEMENT CO-ORDINATER

FIAT TRIVANDRUM

DECLARATION

I hereby declare that the above furnished information is absolute according to the records and to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Date:

Place:

LIJI FRANCIS