**RESUME**

**BIJI.I**

**Sarath Bhavan**

**Kochnakalluvila,**

**Mylamoodu.P.O 695609**

**Trivandrum**

**E-mail: indirabiji93@gmail.com**

**Phone:- 9946891356,8075280756**

**OBJECTIVE:**

I am looking for organizations that offer a challenging and learning environment to working and provide scope for career growth and development. I look forward for a job that would stimulate my creative ability and bring out the best of my potential.

**PROFILE**

Date of Birth/ Age : 23.05.1993/26

Sex Female

Father’s Name : Kumar

Mother’s Name : Indira

Mother Tongue : Malayalam

Martial status : Single

Languages Known : Malayalam,Hindi,English

Nationality : Indian

**CERTIFICATION**

* TALLY ERP 9 (GST/PAY ROLL) from KELTRON Training Centre.
* MS WORD and MS Excel from Mahima Computer Centre Poojappura.

**EDUCATIONALQUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Percentage of Mark** | **Year of Passing** |
| SSLC | State Board | 70% | 2012 |
| Plus Two | State Board | 60% | 2014 |
| Degree (B.com) | Kerala University | Result awaiting | 2014-18 |
| ITI(Stenography English) |  | 80% | 2013 |

**EXPERIENCE**

* Worked as a Junior Accountant for one year in JCJR Partnership (2016-17).
* Worked as an Accountant in IMTOPE Private Limited (3 months)
* Working as an Accountant under a GST Practioner.

**RESPONSIBILITIES**

* Daily cash and Bank book Marinating.
* Managing accounts payable, account receivable, and Payroll departments.
* Preparing annual company repots
* Preparing monthly sales reports and GST Payments (3B, GSTR 1, and etc.).
* Administrate online banking Functions.

**STRENTHS**

* High communication and Hard working
* Excellent team worker and good motivator
* Quick learner and good organizer.
* Positive attitude with a drive to succeed.
* Strive for excellence in personal performance.

**DECLARATION**

I hereby declare that the above mentioned information true and correct to the best of my knowledge and belief.

Place : TRIVANDRUM

Date : 14.12.2019 BIJI.I