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| ***LEKSHMI.M.G***  ***TC 17/1496, THEKKEVEEDU, CHENGALLOOR,***  ***POOJAPPURA.P.O, TRIVANDRUM, KERALA-695012***  [***E-mail-dlekshmishiva@gmail.com***](mailto:E-mail-dlekshmishiva@gmail.com)  ***Phone: 9562052960*** |

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| ***OBJECTIVE:*** |

I am looking for an organization that offers a challenging and learning environment to work in 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.

***EXPERIENCE:***

Tele Caller in ICICI Bank from December 2012 to December 2014

* ***Muthoot Mercantile limited*** as office assistant 2014-2017
* Now working in Finvent Finance Limited as Accountant from 2017 still

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| ***EDUCATIONAL QUALIFICATIONS:*** |

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| **Course** | **Year of Passing** | **University/ College** | **Percentage** |
| M.COM | 2012-2013 | Kerala university | 60 |
| B.COM | 2006-2009 | Kerala university | 50 |
| H.S.E | 2007-2009 | CITY SCHOOL TVPM | 80 |
| S.S.L.C | 2005 | GHSS Cotton Hill, Trivandrum | 50 |

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| ***CERTFICATIONS:*** |

* Data Entry
* Type writing lower with computer word processing.

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| ***STRENGTHS*:** |

* High commitment and Hard working.
* Excellent Team Worker and Good Motivator.
* Good in communication.
* Leadership Quality.
* Quick learner and good organizer.
* Positive attitude with a drive to succeed**.**
* Strive for excellence in personal performance.

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| ***LANGUAGE SKILLS:*** |

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| **Language** | **Read** | **Write** | **Speak** | **Understand** |
| English | ✓ | ✓ | ✓ | ✓ |
| Malayalam |  |  | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ | ✓ |

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| ***PERSONAL PROFILE:*** |

* Date of birth : 26.05.1986
* Gender : Female
* Nationality : Indian
* Mother Tongue : Malayalam

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| ***DECLARATION:*** |

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

**Lekshmi.M.G**