

# SAVITHA.K.A

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Block:927 Riffa East,  
Bukuwara, Bahrain.  
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Mob: +973 35097634  
+973 36597056

## **Career Objective**

Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goal.

## **Educational Qualifications**

Year	Qualification	Institution	University
2014-2016	M.Com Finance Stream	Queen Mothers College, Aluva	Mahatma Gandhi University
2009-2010	Computer Teachers Training Program	Ketees Group of Education, Aluva	RUTRONIX,Kerala
2006-2009	B.Com Co-operation	Queen Mothers College, Aluva	Mahatma Gandhi University
2006	12 <sup>th</sup>	G.H.S.S, Edappalli	HSE
2004	10th	Cardinal H.S.S, Thrikkakara	SSLC

## **Software Knowledge**

- TALLY Financial Accounting Program
- MS OFFICE
- MS Excel
- Typewriting English (Lower)
- Internet Application

## **Work Experience**

- One year Customer Support Executive in Chemmanur NBFC, Perumbavoor.
- Twelve months Account Assistant experience in Creative Trade Links, Muvattupuzha.

## **Strengths**

- Tolerant and flexible to different situations
- Good inter personal relationship
- Ability to work individually and as a team
- Good communication skill
- Dedicated and responsible to the work

## **Personal Details**

Date of Birth : 06/10/1987  
Marital Status : Married  
Nationality : Indian  
Religion : Islam  
Languages Known : English, Malayalam, Hindi

## **References**

1. K.M. ABDUL AZEEZ  
Creative Trade Links., Surya Estate,  
Keecherippady, Ernakulam  
Phone- +91 9846041715
2. SANDHYA .K.A  
Chemmanur Credits and Investments(NBFC),  
Perumbavoor , Ernakulum.  
Phone- +91 9946864108

## **Declaration**

I hereby declare that the information provided in the resume is true to the best of my knowledge.

**SAVITHA K.A**

