

## GANGA NIPU

### Address:

LEKSHMI VILASOM  
PALACE WARD, IBPO  
ALAPPUZHA

Mobile: +91 - 9645346106  
Mobile: +91 - 9633107609

### Email:

[gangarnath.82@gmail.com](mailto:gangarnath.82@gmail.com)

### Personal Details:

Husband's Name	NIPU N PILAI
Father's Name	N REGUNATH
Mother's Name	MAYA
Date of Birth	21.04.1988
Nationality	Indian
Sex	Female
Religion	Hindu
Marital Status	Married

Languages Known	Malayalam
English, Tamil	

## Resume

### Objective

To get prominent in the discipline assigned by exploring my skill sets and working to the best of my ability for the benefit of the concern.

### Educational Qualification

- **MBA** (Master of Business Administration) from Kerala University (**2011**)
- **Bachelor of Business Administration** from kerala University (**2009**).
- **Higher Secondary** from Higher Secondary Board (**2006**).
- **S.S.L.C** from **Kerala Government** (**2004**).

### My Strengths

- Strong individuality.
- Win-Win aptitude.
- Dedicated to job.
- Positive approach
- Motivated team Player

### COMPUTER KNOWLEDGE

- Taxation software Known: Winman.
- Operating System: Microsoft Windows 7, 2000, XP & VISTA
- Office suit: Ms Office
- Accounting Package – Tally ERP 9

## AREA OF INTEREST

- Business Developing
- Accounting
- Marketing
- Customer Care

## Accomplishments

Won First prize in Advertising competitions in Institute of Management in KERALA

Got Second prizes in National seminar 'INOVA 2011' innovative management strategies which has been conducted by Institute of Management in KERALA

## Project Summary

Academic  
Project  
Duration

**CUSTOMER SATISFACTION WITH SPECIAL REFERENCE TO TATA AIA  
LIFE INSURANCE COMPANY LTD, ALAPPUZHA**

2 Months

## Professional Experience

### TATA AIA LIFE INSURANCE

Designation : Business development manager  
Location : Alappuzha, Kerala, India  
Duration : June 2011 to August 2013

### Responsibilities

- Develop various source of agent hiring and build a team of agents
- Ability to understand the customer needs and explain about different insurance products
- Train the team members effectively.
- Meet business targets
- Keep update of all the different insurance products

### BHARTI AXA LIFE INSURANCE

Designation : Sales manager  
Location : Alappuzha, Kerala, India  
Duration : June 2012 – November 2012

### Responsibilities

- Develop various source of agent hiring and build a team of agents
- Ability to understand the customer needs and explain about different insurance products
- Train the team members effectively
- Meet daily, weekly and monthly target
- Developing and maximizing incomes to the company

### **RANGAMANI & CO. (CA FIRM)**

Designation : Accounts Trainee  
 Location : Alappuzha  
 Duration : April 2017- Till date

### **Responsibilities**

- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
- Auditing of Ledger, Cash Books, Daybooks etc. both in manual and computerized system
- Tax audits for Private Companies, individuals and firm
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Co-operative Societies, etc.
- Statutory audit of Partnership Firms & Private Limited companies engaged in trading and manufacturing businesses.

### **Passport Details**

Passport No. : K8002746  
 Place of issue : Cochin  
 Date of issue : 22.02.2013  
 Date of expiry: 21.02.2023

### **Declaration**

I hereby solemnly and sincerely affirm that the information furnished above is true, complete and correct to the best of my knowledge and belief.

**Place:**

**Date:**

**GANGA NIPU**