

CURRICULUM VITAE

SNEHA POULOSE

Zinj,
Bahrain.



Mob : +97338965404
Email :snehapoulose98@gmail.com

CAREER OBJECTIVE

I aim to pursue a career that will constantly provide me with new and diverse challenges, which will make me stretch my own capabilities resulting in both the organization and personal satisfaction and growth.

EDUCATIONAL QUALIFICATION

Course	Board/ University	Institution	Year
MBA (Finance & Human Resources)	Calicut University	Holy Grace Academy Of Management studies	2022
BBA (Finance)	Calicut University	Carmel College	2019
Plus Two	Higher Secondary Examination, Kerala	Soccorso H.S. School	2016
S.S.L.C	Kerala Board	Soccorso high school	2014

CERTIFICATIONS

- Certificate for **TALLY PRIME 2023** and **GST**
- Certificate for **MICROSOFT OFFICE 2023**
- Certificate for completion of **finance project** study at KAMCO
- Completion of HR project on the topic of stress management of nurses
- B certificate holder of National Cadet Corps (NCC)
- Attended a workshop of All India Management Association (AIMA)
- Digital marketing certificate by Google

WORK EXPERIENCE

Organization: MSC SSC Hyderabad

Designation: Assistant executive of export documentation

Job Profile: (1st March 2022- 28th December 2022)

- Processing the export documentations to various parts of the world.

CO – CURRICULAR ACTIVITIES

Management Course

- Participant of LEGADO 2019 management festival
- Participated in live webinar of Geojit Financial Services
- Participated in liver webinar of management training

KEY ACADEMICS PROJECTS

1) A study on working capital management at KAMCO Ltd (Finance project)

- Analyzed their financial statements and
- Studied about their working capital management

2) A study on stress management of nurses (HR project)

- Studied causes and remedies of stress management of nurses
- Provide feedbacks and recommendations

SKILLS AND EXPERTISE

- Expert in Tally Prime
- Excellent communication skills
- Accurate knowledge in inventory , payroll and budgeting
- Expert in MS office
- Time management skills
- Good with numbers and figures
- Willingness to learn from mistakes
- Multitasking
- Detail oriented.
- Able to quickly learn
- Good understanding of accounting and financial reports

EXTRA CURRICULUR ACTIVITES

- Dance
- Presentation of English speech

PERSONAL INFORMATION

Father's Name : P.T. Poulose
Gender : Female
Marital Status : Married
Nationality : Indian
Date of Birth : 03/12/1998
Religion : Christian, R.C.
Languages Known : English & Malayalam

PASSPORT DETAILS

Passport No : X7635938
Place of Issue : COCHIN
Date of Issue : 23/03/2023
Date of Expiry : 22/03/2033

DECLARATION

I hereby declared that the above furnished information are true and correct to the best of my knowledge and belief.

Place: Zinj

Date:

SNEHA POULOSE