

CURRICULUM VITAE

JINU D

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CARRIER OBJECTIVES:

To build up my career in a firm with a supportive and professional work driven environment where I can utilize and apply the best of my knowledge, skills and capabilities and thereby grow in my profession fulfilling organizational goals.

ACADEMIC QUALIFICATION:

EXAM / DEGREE	YEAR	Percentage	NAME OF INSTITUTE	UNIVERSITY / BOARD
BCOM	2019	50%	XAVIER INSTITUTE OF MANAGEMENT	UNIVERSITY OF KERALA
PLUS 2 (Biology Science)	2016	67%	ST MARYS HSS VIZHINJAM	Board of Higher Secondary Examination, Govt. Of Kerala
SSLC	2014	91%	RMO HSS MUKKOLA	State Board Of Education

TECHNICAL SKILLS:

- Experience Software : Tally, XL Software
- Bank Reconciliation
- Gst
- Cash Book
- TDS
- Voucher entries
- Billing
- MSR

CERTIFIED SKILLS:

- TALLY
- CDECO DATA ENTRY
- JWLS GLOBAL ENGLISH LANGUAGE

STRENGTHS:

- A person with positive attitude.
- Able to work & maintain relations with staff and clients on all levels.
- Ability learns new technologies quickly.
- Efficiently plan and execute work quickly and smartly.
- Good Team player.

AREA OF WORKING INTEREST:

- Administration and Management
- Accounting & Finance
- Marketing & Sales

Experience:

DESIGNATION	YEAR	NAME OF COMPANY
ACCOUNTS ASSISTANT	2019 - 2020	DENOTE TRAVEL & TOURISM PVT LTD.

PERSONAL PROFILE:

Date of Birth : 22/02/1997
Gender : Male
Marital Status : Single
Religion : Christian
Nationality : Indian
Address for correspondence : Osavila Colony Kottapuram
P.O Vizhinjam, 695521
Phone Number : +91 6282403038, 9995438269

DECLARATION:

I hereby certify that the above information is true to the best of my knowledge and belief. I assure you that if I get an opportunity to work in your esteemed organization, I will deliver the best of my ability.

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