

RESHMA S.S.

M: 77361 46379, 86063 00148

E: reshmasuresh@gmail.com

CAREER OBJECTIVE:

- To be able to dedicate and deliver the best of my learnings for a challenging organizational role.
- To continue to learn and diversify my capabilities for individual growth, thus enabling me to add value to the role I play in the organization.
- Be simple, efficient, and true to the role I play; be known as the go-to person in my department.

STRENGTH:

- Good comprehension over Microsoft office tools and its leverage in profession.
- Good understanding on Tally
- Confident, analytical, dynamic, hardworking, and optimistic.
- An excellent team player.
- Good verbal & written communication skills.
- Quick learner and adaptive.
- Highly dedicated to meet deadlines with perfection.
- Very proactive and organized with positive attitude.
- Strong in building relations with people.

EXPERIENCE:

Successfully completed an internship at "Perpella Pvt. Ltd." (located at Nanthancode, Kowdiar, Thiruvananthapuram) in Finance/Accounting.

EDUCATIONAL QUALIFICATIONS:

COURSE	UNIVERSITY	AGGREGATE	YEAR
M.COM	Kerala University	70.40%	2021
B.COM	Kerala University	70.92%	2019
DIPLOMA in multilingual office automation and financial Accounting	CDAC	A+	2017
Higher Secondary	HSE Board	87%	2016
SSLC	Board of Public Exam	80%	2014

LINGUISTICS:

- English
- Hindi
- Malayalam

ADDRESS:

Rohini, Manichal Veedu, Venganoor
Thiruvananthapuram, Kerala 695 523.

REFERENCES:

Gopesh G. U., Senior Executive – HR, Cognizant Technology Solutions.

M: 99471 10646

E: gopesh.g.u@gmail.com