

CURRICULAM VITAE

Reena Varghese

Parakkonathu Puthenveedu,
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CAREER OBJECTIVE

Seeking a full-time position in a company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

KEY SKILLS

- Good in dealing with financial transactions. Having experience in the role of a cashier(Proficient in Tally ERP 9)
- Payroll Management.
- Preparation of Bank Reconciliation Statement.
- Good in administration side of office as well as data entry(MS Word and Excel)
- Able to handle Customers with good communication as well as socialization skills.
- Meeting deadlines with accuracy , especially under pressure
- Passionate and Enthusiastic towards work & Fast learner

WORK EXPERIENCE

- Worked as Accountant at Mulamoottil Central School, Pathanamthitta from 1st May 2017 to 30th April 2021 (4 Years)

EDUCATIONAL BACKGROUND

Course	Board/University	Year Of Completion	Aggregate (%)
X	S.S.L.C	2010	78%
XII	Kerala HSE	2012	90%
B.Com	M.G University	2015	76%

CERTIFICATIONS

- Diploma in Corporate Accounts and Management
- Certification in Tally.
- MS Office.

INTERESTS

- Listening to Music
- Cooking

PERSONAL DETAILS

Date of Birth	:	14-10-1994
Father's Name	:	J. Varghese
Marital Status	:	Single
Languages Known	:	English, Malayalam, Hindi & Tamil
Sex	:	Female
Nationality	:	Indian

DECLARATION

I hereby declare that all the information stated above is correct to the best of my knowledge and belief.

Date :

Place : Kottoor

Reena Varghese