



# ARATHY. J

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## PERSONAL PROFILE

Date of Birth : 21-01-1998  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Communication Address:  
R J Bhavan  
Near Govt. Hospital,  
Varkala PO, Trivandrum Dist,  
Kerala State - 695141

## PASSPORT DETAILS

Passport Number : C2648326  
Date of Issue : 04-10-2024  
Date of Expiry : 03-10-2034  
Place of Issue : Trivandrum  
Visa Status : Visit visa (23-07-2025)

## SKILLS

- Capability to work in a team.
- Time management skills.
- Good presentation skills
- Problem-Solving

## LANGUAGE

Malayalam (Mother tongue)  
English (Read, Write, Speak)  
Hindi (Intermediate)  
Tamil (Intermediate)

## Objective

Seeking a challenging and responsible position in a professional managed organisation, where I can utilize my skills and contribute effectively to the success of the organisation and further improve skills.

## EDUCATION

MA - English  
**Kerala University**  
2021 - 2023

B.Sc - Geology  
**Kerala University**  
2016 - 2019

Plus Two - Science  
**Kerala Board of Higher Secondary Examinations**  
2014 - 2016

SSLC  
**Kerala Board of Public Examinations**  
2014

## WORK EXPERIENCE

### Assistant Accountant

Hindustan Hotels & Resorts, Varkala, Trivandrum  
2 years

- Maintaining accurate and up-to-date financial records, including general ledgers, balance sheets, and other financial documents.
- Receiving, reviewing, and entering invoices from vendors, ensuring accuracy and proper authorization
- Scheduling and processing payments to vendors, managing cash transactions, and reconciling bank statements.

## COMPUTER KNOWLEDGE

- Tally ACE
- Ms Office
- Basic Knowledge

## DECLARATION

I hereby declare that the above mentioned statements are correct & true to the best of my knowledge & belief.

**Arathy. J**