

CONTACT

SREELAKSHMI

📍 W/O SANGEETH PS,
PANIKKETTY HOUSE,
P.O. IRINJALAKUDA,
THRISSUR, KERALA

☎ +971502038845

@ sreelakshmisangeeth0504@gmail.com



SUMMARY

- Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals

EDUCATION

- | | |
|----------------------------|---|
| 2022 | • AVODHA EADUCATION PRIVATE LIMITED, India
MEDICAL CODING |
| 2021 | • K.K.T.M.GOV.T.COLLEGE, Kodungallur, India
BSC.ZOOLOGY
Graduated |
| 2018 | • GOVT. HIGHER SECONDARY SCHOOL, KATTOOR, INDIA
PLUS TWO |
| 2016 | • S.T.ANNE'S GIRLS H.S, EDATHURUTHY, INDIA
S.S.L.C |
| 23/10/2021 -
28/02/2022 | • INDO-U.S IT EDUCATION, Irinjalakuda, India
PROFESSIONAL DIPLOMA IN ACCOUNTS AND ADMINISTRATOR WITH
GST |

CERTIFICATIONS

- CALICUT UNIVERSITY
- KERALA STATE BOARD
- AVODHA EDUCATION PRIVATE LIMITED
- PROFESSIONAL DIPLOMA IN ACCOUNTS AND ADMINISTRATOR WITH
GST

SKILLS

- Microsoft Office
- Tally
- GST
- Peachtree
- English Type Writing

EXPERIENCE

- | | |
|----------------------------|---|
| 23/10/2021 -
28/02/2022 | • Accountant Trainee
INDO U.S. INTERIORS & CONTRACTORS |
| 10/03/2022 -
08/12/2022 | • Receptionist/ Cashier / Office Assistant
Smart And Perfect Solutions(Legal Service) |

LANGUAGES

- English, Malayalam, Hindi

PERSONAL DETAILS

- Date of Birth : 09/09/2000
- Marital Status : Married
- Nationality : Indian
- Gender : Female
- Place : Dubai Investments Park 1