

# JYOTHI K M



## Contact

@ jyothikm141@gmail.com

+971545952808

Blue and White Building, Burdubai

## Skills

Enthusiastic, flexible and capable of working on own initiative 60%

An ability to work to deadlines whilst ensuring accuracy and efficiency 80%

Capable of working in a manner conducive with the production of high quality data 100%

Able to work fast and also accurately 100%

## Languages

English

Hindi

Malayalam

## OBJECTIVE

I am looking for a suitable environment wherein my varied experience could be fully utilized and satisfy your requirements and I am confident that I can serve your reputed organization by giving significant contributions and relevant advances from my career.

## EDUCATION

G H S S MANGALPADY Kerala Board of Secondary Education  
SSLC 2013  
Parinjan pre university College, someshwar mangalore,  
Karnataka,india 2015  
Pre University

## PROFESSIONAL QUALIFICATION

Diploma in Indian and International Account (DIIA) 2019  
Accounting Theory | Tally ERP | Peachtree  
Quick Books | MS Excel

## EXPERIENCE

Jayalakshmi Silks Mangalore,Karnataka,india -  
Cashier  
1 Year  
Akshaya Canter ,Kerala, india -  
Front Office Staff cum Aadhar Operator  
3 Year  
MINAR TRAVELS UPPALA ,Kerala,India -  
Data Entry  
2 Year

## PASSPORT DETAILS

Passport Number : Y3522175  
Date of Issue : 06.06.2024  
Valid upto :05.06.2034  
Issue Place :Kozhikode

## DECLARATION

I hereby certify that all information I have given are true and correct to the best of my knowledge.

JYOTHI K M