

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