

CURRICULUM VITAE

LIBY MATHEW

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SHARJAH, UAE

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PERSONAL PROFILE

- I am a **B. Com with computer application** holder around 5years experience in data entry operator, accounting and receptionist.
- Seeking jobs in data entry, receptionist as well cashier.

CAREER OBJECTIVES

To build as successful career in organizations that appreciate hard work in acquiring a better understanding and marking effective contribution towards the various aspect of your esteemed. Maintains positive attitude and work hard to build team relationships.

EXPERIENCE

- Data Entry Operator & Cash Dealings in **Bharath Hospital Kottayam, Kerala.**
2years (from 01/11/2019-21/08/2021)
- Billing staff in A & B Sanitations, Kerala (1yr)
- Receptionist in Private Sector, (1yr)

ACADEMIC QUALIFICATIONS

Course	Board/University	Year of passing	Percentage
B. Com With Computer Application	M G University	2014	70%
Plus, Two	Board Higher Secondary Examination, Kerala	2011	68%
SSLC	Board Public Examination, Kerala	2008	75%

ADDITIONAL QUALIFICATION

- MS Office (MS Word, MS Excel, Power point)
- DEO (Data Entry Operator)
- DIFA (Diploma in Foreign Accounting).
- Accounting Software's Like Tally ERP 9, Ballast Software

STRENGTH

- Flexible
- Committed
- Enthusiastic & Dedicated
- Hard working
- Time management
- Communication skill

PASSPORT VISA DETAILS

Passport No : Y5581950
Date of Issue : 08.06.2023
Date of Expiry : 07.06.2033
Place of Issue : Cochin
Visa status : Visiting visa till 06/12/2023

PERSONAL DETAILS

Date of Birth : 7th November 1992
Nationality : Indian
Religion & Caste : Christian, Orthodox
Marital Status : Married
Language Known : English, Malayalam

DECLARATION

I hereby declare that the above-mentioned information is true as the best of my knowledge and belief.

DATE: /11/2023

PLACE: UAE

Liby Mathew

