



RESUME

MANJU L

ACCOUNTS EXECUTIVE (FRESHER)

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Mob : +91-8078709831

A candidate qualified in Accounts Background especially versed with computerized accounting application software.

ABSTRACT

Seeking a challenging career to contribute significantly to the organization by making use of my personal skills and knowledge and to enhance the same through continuous learning and to achieve new heights in my career, while being innovative & hard working.

QUALIFICATION

✓ **Graduate – Bachelor of Commerce (Comp. Application)** from Kerala University

COURSE	INSTITUTION	BOARD/UNIVERSITY	Marks %	YEAR
B COM	Baby John Memorial Govt. College, Chavara	Kerala University	75	2021
HSS E	GOVT Boys Higher Sec School, Chavara	Board of Higher Sec. Education	86	2018
S.S.L.C	GOVT Girls High School, Chavara	Board of Secondary Education	96	2016

SUMMARY OF SKILLS

- Computer skills including Microsoft Office and Tally.
- Capable to adapt to new situations and environments.
- Ability to work under pressure and always possesses a "Can Do" Attitude.
- Willingness to Work Hard, Co-Operative and Enthusiastic.

EMPLOYMENT PROFILE

FRESHER

IT CREDENTIALS

Operating System	: Windows (All versions), MS Dos.
Software	: Tally.
Office Skills	: MS Office (all versions)/ Adobe Acrobat

OTHER SKILLS & HOBBIES

- Reading, Travelling, Cooking, E-commerce.

PERSONAL VITAE

Date of Birth	: 28 th February 2000.
Languages	: English, Malayalam.
Gender	: Female.
Marital Status	: Married.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

MANJU L

PALA