

Susmi Mohan



Personal Details

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November 26, 2002



Skills

Word	<div style="width: 80%;"></div>
Excel	<div style="width: 85%;"></div>
Presentation	<div style="width: 75%;"></div>
Tally Essential	<div style="width: 90%;"></div>
Programming	<div style="width: 60%;"></div>
GCC VAT	<div style="width: 85%;"></div>

Languages Known

- English
- Malayalam
- Tamil

Career Objectives

- Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.
- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Work Experience

Accounts Assistant /Junior Accountant- Butterflies Store
Kottayam, Kerala June 2022- November 2023

- Managed the accounts payable and accounts receivable processes for a small Business.
- Prepared financial statements and reports, such as balance sheet and store Ledger.
- Analysed financial data to identify and resolve discrepancies.
- Provided support to the accounting by filling necessary documents.
- Reviewed and processed invoices for payment.

References

References available upon request.

Education

CGA

(Tally Essential, Excel, Gcc Vat)

G-Tech Computer education, Kottayam

July 2023 - Dec 2023

Bachelor of Commerce

Kuriakose Elias College, Mannanam
(Mahatma Gandhi University)

Nov 2020 – May 2023

G.S.T & Income Tax

Kuriakose Elias College, Mannanam

Jul 2021 – May 2023

Higher Secondary

St.Aloysius HSS, Athirampuzha

Jun 2018 – Mar 2020

Board Exam

St Mary's GHS, Athirampuzha

Apr 2017 – Mar 2018

Certificates

National Service Scheme

Three Day State Level Volunteers Leadership Training Camp

Aug 2018

Awake 2022

As a Volunteer Leader in State Level Cultural Fest for Differently Abled

Jul 2022

GIIMS

All Kerala Best Manager Contest- Season 8

Mar 2023

Qualities

- Dedication
- Leadership Qualities and Teamwork
- Verbal and written Communication
- Time Management
- Digital Marketing
- Adaptation
- Hard Working

Technical Skills

- C++
- HTML
- M.S Office
- Excel

Operating Systems

- Windows
- IOS
- Ubuntu

Extracurricular Activities

National Service Scheme

2018 – 2020

St. Aloysius HSS, Athirampuzha

Special Camping Programme from 22/12/2018 to 28/12/2018 at St. Ephrems HSS, Mannanam. No. of hours of service done: 240

Kerala Startup Mission

Oct 2021

Kuriakose Elias College, Mannanam

Hortari Community

Intellectual Property Rights

Jul 2022

Kuriakose Elias College, Mannanam

National Service Scheme

2020 –2022

Kuriakose Elias College, Mannanam

Special Camping Programme from 12/02/2021 to 18/02/2021 at Online.

No. of hours of service done: 240

Achievements

- *Completed project work submitted on behalf of Mahatma Gandhi University based on the topic "A STUDY ON WOMEN ENTREPRENEURSHIP WITH THE SPECIAL REFERENCE TO KOTTAYAM MUNICIPALITY".*

References

Pratheesh .C

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Geethika Suresh

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More References available upon request.
