

RESUME



SANGEETHA.K

Permanent Address:

KARIKULANGARA(H)
MANASSERI THAZHAM
KOMMERI(PO)
KOZHIKODE
KERALA - 673007
MOB:8281789998

Present Address:

Mannaram Kunnath (H)
Pantheerankave Post
Kozhikode
Kerala -673019
Email :
sangeethamanoj31@gmail.com

Linguistic Abilities:

MALAYALAM –MOTHER
TOUNGE

ENGLISH - Read/Write/Speak

HINDI - Read/Write

CAREER OBJECTIVES

A self-motivated individual seeking for a responsible position where I can learn, apply my knowledge towards organizational as well as personal growth.

KEY SKILL SET AND STRENGTHS

- **System Oriented:** Ability to keep track of all activities on day-2-day basis.
- **Interpersonal Abilities:** Easy, Informal communication skills in English, Hindi, Tamil and Malayalam.
- **Decision Maker:** Quick and decisive, ability to resolve issues on the spot.
- **Team Player:** Committed team player and take complete responsibility in all my areas of activity.
- **IT Savvy:** Microsoft Packages like MS office,

EDUCATIONAL PROFILE

- S.S.L.C - BOARD OF PUBLIC EXAMINATION, KERALA
- PLUS TWO - BOARD OF HIGHER SECONDARY EXAMINATION, KERALA
- B COM – CALICUT UNIVERSITY
- M COM - CALICUT UNIVERSITY
- MASTER OF COMPUTER AND FINANCIAL ACCOUNTING

WORK EXPERIENCE

14Dec2015 -30-10-2017 - ACCOUNTANT, UNI-LOK STONE INDUSTRIES

14Feb2018 - ACCOUNTANT, LANDMARK BUILDERS&DEVELOPERS

20 Feb 2023 -31-01-2024 – ACCOUNTANT, CALCUS CONSULTANCY PRIVATE LIMITED, MANKAVE, KOZHIKODE

01 Feb 2024 – ACCOUNTANT, HEALGIA HEALING HUB HiLITE Business Park, KOZHIKODE

Personal Data:

Husband Name : Hareesh.M

Date of Birth : 19-03-1994
Sex : Female

Nationality : Indian

Religion : Hindu
Material Status : Married

Responsibilities

- Periodical Accounting
- Data Entry mode in Tally Erp.9
- Accounts Receivables and Payables.
- Collecting payments by cash, cheque, and credit/debit card
- Billing
- Bank &Credit card Reconciliation
- Report Preparation
- Internal Auditing

REGISTRATION AND FILING

- GST
- E WAY BILL, ETC

RELEVANT TRAINING COURSES

- Tally Erp9
- MS Office
- High-rise software
- GST
- Internal Auditing

COMPUTER SKILLS

- Keyboard Hands in Windows Based Ms. Excel,

DECLARATION

I hereby declare that all the information provided by me in this resume is true and correct to best of my knowledge

Signature,

SANGEETHA.K