



SONA BAIJU

.Nivarthil Charamangalam Muhamma po Cherthala
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Objective

As a recent graduate, I'm seeking a role which allows me to continue learning ,perfecting my skills and to be work related what I have studied during my academics.

Experience

- ♦ DURA PAINTS 01-04-2022 – 31-03-2024
 - Accountant
 - Cash management .
 - Supervision of purchasing of various raw materials.
 - Vouchers and files keeping.
- ♦ Office Administration
 - Customer Relation.
 - Client management.
 - Payroll preparation.
 - Employees relation management.
 - Checking mail and Whatsapp messages from higher authority & replying the same.

Education

- ♦ MG University Pursuing
Mcom finance and taxation
- ♦ SN College Cherthala 2018-2021
B.com computer -
Application
65%
- ♦ Holy Family Higher secondary school Cherthala 2016-2018
Higher secondary
90%
- ♦ GSHS Charamangalam 2015-2016
High School
85%

Skills

- ♦ Software knowledge - Tally prime
- ♦ MS office software (specially Ms Excel)
- ♦ Team working
- ♦ Presentation skills

Projects

- ♦ Participated in a project on the topic "EARNING WHILE LEARNING" (Academic Project)

Interests

- ♦ Reading
- ♦ Music

Languages

- ♦ English
- ♦ Malayalam

Personal Details

- ♦ Date of Birth : 28-04-2001
- ♦ Marital Status : Single
- ♦ Nationality : Indian
- Gender : Female

Reference

- Athira NS. – Dura Paints
Senior Accountant & Office Administrator.
+91 9645044868

Acknowledgement

- I hereby declare that all the information given above is true and correct to the best of my knowledge.

Sona Baiju.