

CURRICULAM VITAE



NAME:

SWETHA SAJEEVAN

CONTACTS:

Swthaks996@gmail.com

Mob: 9847578345

COMPUTER PROFFECIENCY

Jupiter Software

MS Office

Tally ERP 9

Internet & Email

ADDRESS:

KOZHIPARAMBIL (H)

P.O. KUTTUR, PAMBUR

THRISSUR

PIN-680 013

DOB: 18ST DEC. 1996

SEX: FEMALE

MARITAL STATUS: Married

NATIONALITY: INDIAN

LANGUAGES KNOWN

MALAYALAM, ENGLISH, HINDI

CAREER OBJECTIVE

Seek challenging opportunities where I can fully use my skills for the success of the organization.

ORGANIZATIONAL EXPERIENCE

- **1 Year as Junior Accountant** – Glob Opus Shipping LLC, DUBAI UAE – 2022-2023

ACADEMIC QUALIFICATIONS

- **SSLC – 2012** (Board of Public Examination)
- **PLUS TWO- 2014** (Board of Higher Secondary Examination)
- **B.COM – 2017** – (Calicut University)

PROFESSIONAL COURSE

- **CMA Intermediate Group 1 – Dec 2017**
- **CMA Intermediate Group 2 – Jun 2018**
- Completed Compulsory Computer Training Program as per the regulations of ICAI

KEY RESPONSIBILITIES

- Making day today entries in the Accounting system
- Managing Petty Cash for Routine expenses
- Handling the Accounts receivable process which includes issuing invoices, tracking payments and following up with clients for timely payments
- Keeping Accurate and upto date Accounting records
- Generating invoices for products or services provided.
- Maintaining records of company expenses, verifying supporting documents.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge.

SWETHA SAJEEVAN