

Shruthi Sajeew Kumar

Dubai, UAE

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Present Position	Asst. Professor
Nationality	Indian
Birth Year	1992
Marital Status	Single
Languages	English, Hindi, Malayalam and Tamil
Visa status	Visit visa
Joining status	Immediate Join

Professional Objective

To secure a challenging position as **administrative, accounts, HR related field** with a dynamic organization where my experience and sound knowledge can be utilized best to the benefit of the organization.

Achievements

- Got Scout and guide RAJYAPURASKAR AWARD
- Award with certificates in various curricular activities like dance and music in school college level

Key Experience

- Active Listening
- Communication
- Computer Skills
- Leadership
- Management Skills
- Problem Solving

Education History

Course	Institution	Board/ University	Year of Passing	Marks%
MSc. (Mathematics)	St. George's College Aruvithura	M G University Kottayam	March 2015	80
BSc - Mathematics	BVM Holy Cross College, Cherpunkal	M G University Kottayam	March 2013	80
Plus Two	NSS HSS Kidangoor	Kerala Higher Secondary Exam	March 2010	70
SSLC	St. Mary's GHSS Pala	Kerala Public Exam	March 2008	89

Software skills

- Diploma in Financial Accounting - Tally, GST, VAT,
- MS word, Power Point and Excel.

Project History

- MSc Final Projects- Fiber bundles
- BSc Final Projects- Finite Fields

Professional History

Asst. Professor (Mathematics) - MES College

November 2018 - Present

MES College, Erattupetta. Kerala, India

- Prepared and presented lessons that enabled students to learn the math skills and concepts contained in their curriculum
- Offered clear directions, explanations, and deadlines for assignments.
- Taught four semesters of college, Mathematics and basic Statistics to college freshmen
- Developed and maintained a comfortable and orderly classroom atmosphere that will promote and support learning.
- Helped students learn problem-solving skills.
- Helped students to see the importance of math in their everyday lives.

Accountant at PAM ASSOCIATES

October 2015 to November 2018

PAM Associates, Tax Practitioners and Accountants, Pala, Kerala, India.

- Provides financial information to management by researching and analyzing accounting data preparing reports
- Prepares asset, liability and capital account entries by compiling and analyzing account information, documents financial actions by analyzing accounting options
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
- Maintain customer confidence and protects operations by keeping financial information confident.
- Preparing ledger entries with earnings and deductions.
- Entering payroll information and Maintaining payroll files.
- Calculating salaries, overtime earnings, and vacation deductions.
- Issuing pay checks in a timely manner.
- Generating payroll reports for Managers to review.

Hobbies and Activities

- Music
- Bottle Art
- Canvas Drawing
- Gardening

More details and reference on request.

Shruthi Sajeev Kumar

Dubai