

# RESUME

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## **PERSONAL DETAILS**

Name : Archana U

Date of Birth : 28/05/1998

Father Name : Udhayakumar K

Address : Angepat House, Vadakkethara, Kunissery(PO)  
Alathur, Palakkad. PIN:678681

E-mail ID : [achu17313@gmail.com](mailto:achu17313@gmail.com)

Phone Number : 8078327791

Experience : Audit Trainee in a CA firm (2.5 months)  
Financial Accountant in CIED Technologies Pvt Ltd (1 year)

## **QUALIFICATION**

Course	Board/University	Year of passing	Percentage of Marks
SSLC	State Borad	2013	72%
PLUS TWO	State Board	2015	72%
DEGREE	Calicut University	2018	72.20%
TALLY ERP 9		2018	

## **SKILLS**

- Tally ERP9
- Team Work
- Hard work
- Communication
- QuickBooks
- Interested in taking risks
- Willing to learn new things
- Adapt to change
- Interested in Versatility

**LANGUAGES KNOWN**

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	
Malayalam	✓	✓	✓
Tamil	✓	✓	✓
Sanskrit	✓	✓	

**DECLARATION**

I here by declare that above mentioned details are true and best of my knowledge and belief.

Place:

Date :

ARCHANA U