

# RESUME

## RIJIN NEDUTHODI



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### TEL:

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### ADDRESS

S/O. chandran  
neduthodi(H), Kallingal,  
Kalpakanchery(po)  
Malappuram(Dist)  
Kerala(state) 676559(pin)

### PERSONAL DATA

Father's Name: Chandran  
Date of Birth :04-May-1996  
Gender : Male  
Nationality : Indian  
Marital Status: Single  
Cast : Hindu

### LANGUAGE KNOWN

English, Malayalam

### OBJECTIVE:

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge and skill which would enable me as a fresh graduate to grow while fulfilling organizational goals

### EDUCATIONAL CREDENTIALS:

BCOM from University Of AISECT

XII from Kerala State Higher Secondary Board in year 2014 SSLC

from Kerala State Higher Secondary Board in year 2012

### PROFESSIONAL QUALIFICATION

- MDBA (Master diploma in business administration) From AIMPS (advance institute for management and professional studies), Valanchery, Kerala
- COMPUTER OPERATION(windows ,word, excel & power point

### COMPUTER KNOWLEDGE:

- Excel Accounting
- Advanced Peachtree & QuickBooks
- Advanced Tally ERP
- SAP (FICO)
- Proficient in MS Word, Excel, Power point, Internet Applications.
- Operating system-windows 7, 8.10
- Data entry

### PROFFESIONAL EXPERIENCE:

- accountant trainee at CRESCENT CHARITABLE
- Junior officer at VALLUVANADU NIDHI LIMITED(non banking sector )
- accountant at ROVA WOMENS BOUTIQUE

### KNOWLEDGE AREAS:

- Data entry
- Accounts Management
- Internal Auditing
- Cashier
- Billing

# RESUME

## **PERSONAL SKILLS:**

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- Good communication skill.
- Willingness to learn
- Leadership quality
- Grievance handling ability
- Ability to maintain relationship with clients
- Loyal with the company

## **DECLARATION**

I hereby declare that the above written particulars are correct to the best of my knowledge and belief.

Yours truly

