

CURRICULUM VITAE

SREEKALA S S

Address: Abbas Building B Block
Bur Dubai UAE

Phone No: 055 679 1207

E-mail ID: sreekalasreenivasan01@gmail.com



CAREER OBJECTIVE

By acquiring knowledge, expertise and a familiarity with the organization's culture, I would contribute towards realizing the organization's vision and become its integral part. My challenging career would reflect myself and my complete potential, realizing my goals and also making myself a better person.

EDUCATIONAL QUALIFICATIONS

I. B.COM COMPUTER APPLICATIONS

University: Calicut University

Institution: SH College Chalakudy

Batch: 2019-2022

II. HIGHER SECONDARY

Stream: COMMERCE

School: ST Joseph's Higher Secondary School

Batch: 2017-2019

ACHIEVEMENTS AND ACTIVITIES

- Achievements in various College management fests Dance ,Singing and other management fest.

KEY SKILLS

- Good communication skills (both written and oral communication)
- Basic knowledge of accounts, taxation, and GST.
- Experience in using accounting software like Tally. Knowledge in MS Excel, Word, and Power point.
- Ability to handle banking and statutory related matters.

CORE STRENGTHS

- Management and coordination skills.
- Active learning.
- Spread sheet proficiency.
- Time management.
- Self-motivated.

KEY COMPETENCIES

- Communication and Interpersonal Skills
- Organization and Planning
- Collaboration and Teamwork
- Caring and Inclusiveness
- Flexibility and Adaptability
- Excellence in learning and knowledge updating.
- Very good internal and external relationship building skills
- Ability to operate effectively with a high level of autonomy
- Willingness to take initiative
- highly motivated to accomplish any task which requires logical skills and creativity.
- Flexible and adapts quickly.

COMPUTER PROFICIENCY

- Word
- Excel
- PowerPoint
- Tally

AREAS OF INTEREST

- Mindfulness
- Traveling

PERSONAL DETAILS

- Father's name: Sreenivasan s k
- Date of birth: 19-11-2001
- Gender : Female
- Language known : English, Malayalam, Tamil, Kongani
- Nationality : Indian
- Religion : Hindu (GSB)
- Marital status: Married
- Spouse name: Sudheesh pai

DECLARATION:

I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature/appointment is liable to be cancelled terminated.

SREEKALA S S