



CHIPPY S KUMAR

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Al Baraha, Deira, Dubai

ACCOUNTING SOFTWARE

- Tally Prime
- Tally ERP – 9
- Sage 50
- Quick Books

TECHNICAL SKILLS

- MS word
- MS Excel
- MS Power Point

PERSONAL SKILLS

- Communication
- Creativity
- Problem Solver
- Positive Attitude
- Decision Making
- Time Management
- Confidence
- Critical Thinker
- Emotional Intelligence

PASSPORT DETAILS

Passport No : U 7536680

Date of Issue : 10/01/2022

Date of Expiry : 09/01/2032

Place of Issue : Trivandrum

CAREER OBJECTIVE

Looking for an opportunity where I could learn under working professionals to gain knowledge and improvement of my skills by giving some input and support across the organization using my academic skills and experience, offering new challenges and responsibility with ultimate career advancement.

EXPERIENCE

Internship : Sun Constructions

Designation: Accounts Trainee

Duration: 3 month in the year 2019

- ❖ Responsible for maintain day to day transaction
- ❖ Enter all expenses for each projects

G-TEC Computer Education Centre Kottiyam, Kollam

Designation: **Accountant**

Duration: 2nd July 2021 – 30th June 2022

- ❖ Responsible for recording all staff information such as personal data, attendance benefits, holidays
- ❖ Provide customer service to applicants, visitors, staffs
- ❖ Preparing and issuing staff contracts
- ❖ Setting up maintaining staff personal files
- ❖ Provide general office duties to support the team
- ❖ Collaborate with leaders with executing projects tied to duties relating to assisting clients with resume writing, employers hiring job fairs and interviewing
- ❖ Managed Reception and lobby area, greeted visitors and responded to request for information

EDUCATIONAL QUALIFICATIONS

❖ **MASTER OF COMMERCE (M. Com) FINANCE**

University : University of Kerala [School of Distance Education]

Duration : 2019-2021

❖ **BACHELOR OF COMMERCE (B. Com) CO- OPERATION**

University : University of Kerala

Duration : 2016-2019

❖ **ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION**

(Class XII)

Board : Board of Higher Secondary Examination

Duration : 2014-2016

❖ **ALL INDIA SECONDARY SCHOOL OF EXAMINATION**

(Class X)

Board : Central Board of Secondary Examination, Delhi

Duration : 2014

PERSONAL INFORMATION

Father's Name : Sasikumar S V

Date of Birth : 08/10/1997

Gender : Female

Nationality : Indian

Marital Status : Single

LANGUAGES

- English
- Malayalam

INTEREST

- Reading
- Playing Outdoor Games

CERTIFIED COURSES

- ❖ Certificate of Course Completion in Diploma in Indian and Foreign Accounting conducted by G-TEC Computer Education.
- ❖ Certificate of Tally Essential Comprehensive.
- ❖ Certificate of course completion in Tally Financial Accounting Program [Version Tally ERP – 9].

STRENGTH

- ❖ Ability to work and deliver under high pressure
- ❖ Very optimistic
- ❖ Never allow complacency to creep in my mind
- ❖ Find fast and effective solutions to problems
- ❖ Organized and Disciplined

ACHIEVEMENTS

- ❖ Award won for speech in schools and colleges
- ❖ Perfect attendance awards

DECLARATION

I hereby declared that the above mentioned are true to the best of my knowledge.

Chippy s kumar