

CATHARIN MARY SORIN



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OBJECTIVE

To obtain a challenging position in a reputed organisation where my resourceful experience and academic skills will add value to organizational operations .

PERSONAL INFORMATIONS

- **DOB : 06/10/1997**
- **GENDER : Female**
- **NATIONALITY : Indian**
- **MARITAL STATUS : Single**
- **LANGUAGE KNOWN : English , Malayalam , Hindi**
- **PASSPORT NUMBER : T4869138**

KEY PERFORMANCE SKILLS

- **Learning Attitude**
- **Self Confident**
- **Intelligence , Integrity ,Energy**

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- Multitasking And Presentation Skills
- Interpersonal Skills And Ability to work Flexible
- Effective Written And Record Keeping Skills
- High Levels of Computer Literacy & Technical Knowledge
- Leadership & Management Skills
- Team Work & Time Management
- Communication Skills
- Accounts , Finance & Tax related Skills
- Knowledge of Quick Book , Peachtree , GST , VAT , TAX , UAE VAT , TALLY ERP , Excel , word , power point , Malayalam & English typing , & SAP Software .

EDUCATION DETAILS

- ❖ B.COM With Computer Application - 2015 to 2018
- ❖ Diploma In Corporate Accounts & Management & Materials Management (integrated)
- 2018 to 2019

EXPERIENCE

ACCOUNTANT - Accountant Service Society (April 2019 – April 2020)

DECLARATION

I here by declare that the above mentioned information are correct up to my knowledge and belief . I bear the responsibility for the correctness of the above .