



NIVEDITHA . K

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Email –
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PERSONAL INFO

- Date of birth : 08/04/1992
- Gender : Female
- Nationality : India
- Marital status : Married
- Visa : Visit Visa
- Religion : Hindu

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Malayalam

STRENGTH

- Optimistic
- Punctuality
- Potentiality
- Keep Pleasant Face
- Pleasing Personality

CURRICULUM VITAE

CAREER OBJECTIVE

To attain a challenging position organization where I could utilize my skills, attitudes and knowledge to make appositve contribution and help the organization to grow in every possible way and to accept jobs that provides challenging opportunities for career growth.

WORK EXPERIENCE

KARNATAKA BANK

Kerala, India

Position – Accountant

2 Years

Duties and Responsibilities

- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analyzing financial performance.
- Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profits.
- Compiling and presenting financial and budget reports.

NAVAJEEVANA HIGH SCHOOL

Kerala, India

Position – Teacher

1 ½ Years

Duties and Responsibilities

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs

PASSPORT DETAILS

- ❖ Passport No : P4628899
- ❖ Date of Expiry: 08/11/2026
- ❖ Date of Issue: 09/11/2016

- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate student's performance and development

PERSONAL APPRAISAL

- Sincere, Honest and Dedicated.
- Hardworking, Self-motivated and result oriented.
- Excellent communication skills.
- Disciplined and Sociable.
- Ability to work under pressure.
- Strong organization and motivation skills.
- Creative thinker, enjoy challenging young minds.
- Very enthusiastic, quickly establish strong relationship.

SKILLS & ABILITIES

- ❖ Very adaptive to new working environment.
- ❖ Aggressively result oriented and a quick learner.
- ❖ Good interpersonal skills.
- ❖ Able to deal with people at any organizational level.
- ❖ Optimistic and Self motivated.

EDUCATION

Course	Year	Mark (Percentage)
PGDCA in Computers		
Masters in Commerce	2016	67%
Bachelors in Commerce	2013	50%
Plus Two	2010	55%
SSLC	2008	75%

DECLARATIONS

I hereby declare that the above information is true to the best of my knowledge and ability

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