

# **CURRICULUM VITAE**

**SOFIYA THANKAN**

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## **Objective :**

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

## **Education Qualifications :**

Course	University/Board
M.com (finance)	Kerala university
B.com (co-operation)	Kerala university
+2 (commerce)	Board of Higher Secondary Examination
SSLC	Board of Public Examination, Kerala

## **Technical knowledge**

- Tally 9
- Ms office
- DCA
- DTP

**Job Experiences :**

- 1 year experience in Info park ,kochi as an Accounts Assistant
- 1 year experience in A.R Marketing,kerala as an Accountant

**Job Responsibility :**

- Using automated accounting systems for data input and to obtain reports.
- Budgeting.
- Maintaining the status of funds.
- Processing accounting transactions.
- Responsible for expenditure and collection transactions.
- Handling customer inquiries,researched problems and developed solutions.
- Financial and statistical analysis.

**Personal Details :**

DOB	:	09/01/1994
Sex	:	Female
Marital status	:	Married
Husband's name	:	Renjith M.R
Nationality	:	Indian
Religion	:	Hindu
Languages	:	English, Malayalam,Hindi and Tamil

**Declaration:**

I hereby declare that the above information given by me is correct and true to the best of my knowledge and if I were place in your esteemed concern. I will discharge my duties with most sincerely and to your full satisfaction.

Date :

Place : Abudabi

**SOFIYA THANKAN**