



SNEHA SANTHOSH

WORK EXPERIENCE

- **Admin Assistant – InTouch, Kerala, India (May 2020 – May 2021)**
 - Gathering payroll data like working hours, leaves etc.
 - Updating internal databases with new employee information
 - Preparing Offer Letters
 - Screening Resumes and Application Forms
 - Schedule and confirm interviews with candidates
 - Post, update and remove job ads from careers page and social networks
 - Managing and supporting other employees and team work
- **Accounts Assistant – Total Tax Solutions, Kerala India (April 2019 – March 2020)**
 - Data entry and processing receipts, sales invoices and payments
 - Completing GST (Goods and Services Tax) filing
 - Preparing Financial Statements
 - Client Management

EDUCATION

- **MBA in Human Resource Management**
Pondicherry University (DDE), Pondicherry
2018-2021
- **Bachelor of Commerce (Finance)**
Christ College Autonomous, Irinjalakuda, Thrissur, Kerala
2015-2018
- **Higher Secondary Education**
National Higher Secondary School, Irinjalakuda, Kerala
2013-2015
- **High School**
Vimala Central School, Thanissery, Thrissur, Kerala
2013



DUBAI, U A E



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ABOUT ME

A self-motivated MBA graduate looking for an opportunity to pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

To be a successful professional and become an asset for the organization through hard work, patience and continuous learning and to be true and loyal to the organization.

PERSONAL DETAILS

Date of Birth: 19th October 1996

Nationality: INDIAN

Marital Status: MARRIED

PERSONAL SKILLS

Good Communication

Leadership

Fast Learner

Team Player

Time Management

CERTIFICATION

- ❖ Diploma in Computer Application
- ❖ Post Graduate Diploma in Masters in Taxation
- ❖ Diploma in GCC VAT

TECHNICAL SKILLS

- ♦ MICROSOFT WORD
- ♦ MICROSOFT EXCEL
- ♦ MICROSOFT POWER POINT
- ♦ TALLY ERP.9

LANGUAGES KNOWN

ENGLISH – Read, Write, Speak

HINDI – Read, Write

MALAYALAM – Read, Write, Speak