JYOTHILEKSHMI. R

☽ 055 722 7761

✉ jlrskv@gmail.com

CAREER OBJECTIVE

Seeking a job in Accounts or Finance field; To pursue and excel in a growth oriented organization in order to utilize my skills and abilities, and knowledge acquired during the course of my study for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

TECHNICAL SKILLS

- Operating System : Windows 7, Windows XP, Windows 8,
- Tools   : Microsoft Office, Tally ERP9

ACADEMIC QUALIFICATION

- Master of Business Administration(MBA) from Institute of Management and Technology (Kerala University), Kerala, India with 72% marks (2014-2016)
- Bachelor of Business Administration(BBA) from St. Mary's College for women (MG University), Kerala, India with 75% marks (2011-2014)

ADDITIONAL QUALIFICATION:- Higher Diploma in Co-operation & Business Management(HDC & BM) from Co-operative Training College under State Co-Operative Union, Kerala (KSCU) (2017-18) with Distinction

PROJECT AND INTERNSHIP

- Done a Project on "Fundamental Analysis of Selected IT Companies at Karvy Stock Broking Limited, Thiruvalla", Kerala

- Done a Study on "Effectiveness of CORE Banking" at Co-operative Bank Limited, Pathanamthitta, Kerala
- Completed Institutional Training under Finance Department in Travancore Cements Limited, owned by Government of Kerala, India

Other Participations:

- Participated in National Seminar on "Recent trends in Corporate Governance"
- Organized Management Fest 'Vidaran 2K15' at MBA level
- Participated in Rotary Youth Leadership Award Camp Club by Rotary Club, Alappuzha.

PERSONAL DETAILS

- Passport No: S 1200274
- Visa Status: Residence Visa
- Date of Birth: 21st August 1993
- Nationality: Indian
- Marital Status: Married
- LANGUAGES KNOWN: English, Hindi and Malayalam

REFERENCE

Mr. Kailas K P, Assistant Professor, IMT Punnapra, Alappuzha   Ph No: +91-9447729772

DECLARATION

I hereby declare that the given particulars are true to the best of my knowledge and belief.

JYOTHILEKSHMI. R