

## **CURRICULUM VITAE**

**Mrs. DIVYA JYOTHISH**  
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**Contact no :0508584185**



### **ABOUT ME**

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

### **EDUCATIONAL QUALIFICATION**

#### ❖ **MASTER DEGREE**

##### **Mahatma Gandhi university**

Mater in business administration

Main-finance

Sub-HRM

#### ❖ **DEGREE**

Bachelor degree in science-Calicut university

### **PROJECTS:**

- FINANCIAL STATEMENT ANALYSIS

Prepared financial statement of HMT LTD Kalamassery (main project)

- An organizational study at Anna Aluminum Kizhakkambalam

### **ACCOMPLISHMENTS:**

- Tally ERP9
- Microsoft word and excel
- Managerial accounting course

### **SKILLS:**

- ❖ Market strategy
- ❖ Team work
- ❖ Problem solving
- ❖ Project management
- ❖ Budget planning

## **EXPERIENCE WORK**

### **SRISHTY BUILDERS CONSTRUCTION COMPANY**

#### **HR EXECUTIVE**

- ❖ Recruitment, selection, training and process
- ❖ Tele calling, quotation making, agreement preparation
- ❖ Payroll preparation

### **NBFC BANK CHALAKUDY**

#### **CUSTOMER CARE EXECUTIVE**

- ❖ Tele marketing and direct marketing
- ❖ Gold appraisal, passing all entries in to file and system
- ❖ Presentation skill

### **IIA INSTITUTION/TAX PRACTITIONER**

#### **ACCOUNTANT EXECUTIVE**

- ❖ Passing journal entries
- ❖ Preparing final account with tally
- ❖ Reconciliation
- ❖ Managing receivables, payables and MIS

### **OTHER DETAILS**

Passport No : K5995869

Visa status : Husband visa

## **DECLARATION**

I hereby declare that the above information are true and correct to the best of my knowledge and belief.

Date:

**DIVYA JYOTHISH**