

CURRICULUM VITAE

Mrs. DIVYA JYOTHISH
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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