

CURRICULUM VITAE

SHARAN ELSA BIJU

SANTHALAYAM

KADAMPANAD SOUTH PO

ADOOR, PATHANAMTHITTA

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CAREER OBJECTIVE

An enterprising young Professional seeking a responsible and challenging position in a reputed firm where my education and work experience will be of value, expand my knowledge, prioritizing quality and innovation and offer opportunities for personal and professional growth.

COMPETENCIES

- Good analytical skills
- Patience
- Positive attitude
- Good written and communication skills
- Ability to deal with people
- Willing to learn

EDUCATIONAL DETAILS

COURSE	UNIVERSITY/BOARD	YEAR OF PASSING
M. Com	Mahatma Gandhi	Present
B.com	Kerala	2017
Tally ERP 9	Authorized Tally Academy Adoor	2017
PLUS TWO	Kerala	2014
SSLC	Kerala	2012

Computer Skills

Tally ERP 9, MS Word, MS Excel, MS Access.

WORK EXPERIENCE

- **Two year experience as accountant cum administrative officer in a private company Adoor**
- **Auditing Department work in Client Zone Consultants Private Limited Adoor**

PERSONAL PROFILE

Name	:	SHARAN ELSA BIJU
Name of Father	:	BIJU JOHN
Date of Birth	:	18-01-1996
Sex	:	Female
Linguistic ability	:	English, Malayalam, and Hindi
Nationality	:	Indian
Marital Status	:	Single

DECLARATION

I certify that all the particulars furnished by me legitimate and correct to the best of my knowledge and belief.

Place: Adoor

SHARAN ELSA BIJU

Date: