

# **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**

<b>COURSE</b>	<b>UNIVERSITY/BOARD</b>	<b>YEAR OF PASSING</b>
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: