



LAVANYA K
Al Quoz, Al Khail Gate, Phase 2
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OBJECTIVE

Seeking a stable position in an organization that would provide me with an opportunity to utilize my knowledge and skills for both the progress of the organization as well as my personal growth.

EDUCATIONAL QUALIFICATION

- Completed MBA(finance and HR) from SJES college, Bangalore – (bangalore north university) with first class distinction in 2020.
- Completed BA Economics from Sirsyed college, Thaliparamba – (Kannur University) with first class in 2017
- Completed Plus Two commerce with computer application from KPRGHSS kalliasseri, with 89% in 2014
- Completed SSLC from Seethi sahib HSS Thaliparamba in 2012 with 85%.

ACHIEVMENT & EVENTS VOLUNTERED

- Attend a national seminar on “Green Marketing ”at SJES College Bangalore
- Attend a national seminar on “Taxation and economic growth in India ” at Sirsyed College
- Participated 02 month Data Entry Program conducted by ASAP (Additional skill Acquisition Program- Kerala State)

PROJECTS

- A study on consumer attitude towards new products launching in the market kochi zone
- A study on current proficiency level of workers with special references to Jasmine Infotech pvt ltd Chennai

COMPUTER SKILLS

- Ms office
- Ms access
- HTML
- Tally

WORK EXPERIENCE

- Worked with Idea Cellular ltd, kannur for 3 months as a office staff
- Worked at Jasmine infotech pvt ltd Chennai as a part of internship
- Worked at Fuelife explorers Bangalore, as a junior accountant for 11 months

JOB DESCRIPTIONS

- Preparation of trial balance.
- Preparation of monthly payment calendar.
- Incentive calculation.
- Eway bill generation.
- Billing.
- Compliant handling.

PERSONAL DETAILS

NAME	:	LAVANYA K
PERMANENT ADDRESS	:	Kuthirummal (H) Keezhattor Thaliparamba (PO)Thaliparamaba PIN 670141
PHONE NO	:	+971-582101902
DATE OF BIRTH	:	17/02/1996
MARITAL STATUS	:	Unmarried
NATIONALITY	:	Indian
GENDER	:	Female
LANGUAGES KNOWN	:	English, Malayalam, Hindi, Tamil
PASSPORT DETAILS	:	Passport No : U9660306 Date of Issue: 01/03/2021 Date of Expiry: 28/02/2031

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

LAVANYA K