

# **CURRICULUM VITAE**

## **ALEENA GEORGE**

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### **CAREER OBJECTIVE**

To work with a reputed organization where I can enhance my knowledge and from my academic learning give my best to the organization.

### **WORK EXPERIENCE**

- ❖ Currently working as an Apprenticeship Trainee at Coir Board, Pallimukk,Ernakulam.
- ❖ Worked as a Guest Faculty at Cochin Institute of Accountants Edappally, Ernakulam for 3 Months from 30<sup>th</sup>November 2020 to 27<sup>th</sup>February2021.
- ❖ Worked as an Accountant cum Office Staff at Indeed Stericare Palarivattom, Ernakulam for 4 Years from 15<sup>th</sup>September 2016 to 28<sup>th</sup>November2020.

### **EDUCATIONAL QUALIFICATIONS**

| <b>COURSE</b>                   | <b>BOARD/UNIVERSITY</b>                       | <b>YEAR OF PASSING</b> |
|---------------------------------|-----------------------------------------------|------------------------|
| B.Com with Computer Application | Mahatma Gandhi University<br>Kottayam         | 2015                   |
| Plus Two                        | Board of Higher<br>Secondary Education Kerala | 2012                   |
| SSLC                            | Department of General<br>Education Kerala     | 2010                   |

### ADDITIONAL QUALIFICATION

Completed Computer Operator & Programming Assistant (CO&PA) in August 2016.

### COMPUTER PROFICIENCY

- ❖ M SOffice
- ❖ Internet
- ❖ Email
- ❖ Tally
- ❖ DataEntry

### STRENGTH

- ❖ CommunicationSkill
- ❖ TimeManagement
- ❖ TeamPlayer

### PERSONAL INFORMATION

|                |   |                    |
|----------------|---|--------------------|
| Father'sName   | : | George Jacob       |
| Age&DOB        | : | 27,15/11/1994      |
| Gender         | : | Female             |
| Nationality    | : | Indian             |
| Religion&Caste | : | Christian, RCSC    |
| MaritalStatus  | : | Married            |
| PassportNo     | : | N 8315763          |
| LanguagesKnown | : | English, Malayalam |
| Interest       | : | Listening toMusic  |

**DECLARATION**

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

Place: Kappumthala

Date:

**ALEENAGEORGE**