

FEMITHA TREESA V N



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Objective

I aspire to join a collaborative work environment where my strong communication skills and team-oriented mindset can help drive collective achievements.

Personal Information

Gender : Female

Nationality : Indian

Date of Birth : 04.06.1999

Education

ST ANNES H S S KOTTAPURAM

Jul 2014 – Mar 2015

SSLC

- MALAYALAM. A MALAYALAM. A+ ENGLISH. B HINDI. A+ SOCIAL SCIENCE. A PHYSICS. A+ CHEMISTRY. B BIOLOGY. A+ MATHEMATICS B INFO. TECHNOLOGY A PERCENTAGE 85%

ST ANNES HSS KOTTAPURAM

Jun 2015 – Mar 2017

HIGHER SECONDRY

- ENGLISH. A HINDI. A+ COMPUTER APPLICATION B+ JOURNALISM. A COMMU.ENGLISH. A SOCIOLOGY. A PERCENTAGE 86%

G TEC COMPUTER EDUCATION

Feb 2023 – Jan 2024

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

- MS OFFICE. A+ MANUAL A/C. S TALLY. A SAGE 50. A QUICKBOOKS A ERP. B GRAND TOTAL. A

GTEC COMPUTER EDUCATION

TALLY ESSENTIAL COMPREHENSIVE

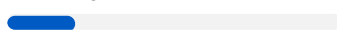
- TALLY ESSENTIAL COMPREHENSIVE B

Achievement

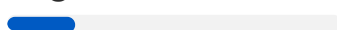
GOING ON DEGREE BCOME FINANCE

Language

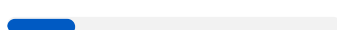
Malayalam



English



Hindi

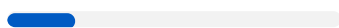


Interests

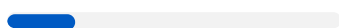
- Learning languages
- Listening to music
- Marketing
- Travel
- Writing

Skills

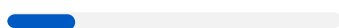
Active listening



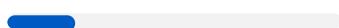
Communication



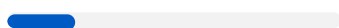
Computer



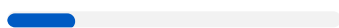
Customer Service



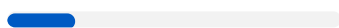
Data analysis



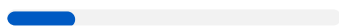
Decision-making



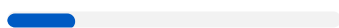
Leadership



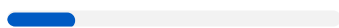
Management



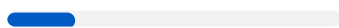
MS Office



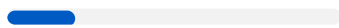
Planning and coordination



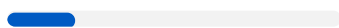
Problem solving



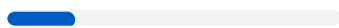
Project management



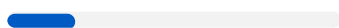
public relation



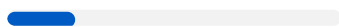
Self discipline



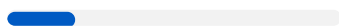
Self motivated



Teamwork



Time management



Writing

