# CURRICULUM VITAE



**SUNITHA T**

## Sunitha Bhavan,

PLRA- 181, Panchami Lane, Vellaikadavu , Kodunganoor Post, Trivandrum –695013

Mobile No : 8891463996

E-mail id [: sunithasudarsanan5@gmail.com](mailto:sunithasudarsanan5@gmail.com)

### CAREER OBJECTIVE

To give 100% of my potentials for the development of the organization and personal growth.

### ACADEMIC CHRONICLE

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Institute/University** | **Degree/ Examination** | **Percentage** |
| June 2013 | Distant Education/ University of Kerala | M.Com | 56% |
| June 2009 | Private / University of Kerala. | B.Com | 56 % |
| March 2002 | Govt V.H.S.S / Vocational Higher Secondary Board | V.H.S.E | 67 % |
| March 2000 | Govt V.H.S.S /  Board of Public Examination Kerala. | S.S.L.C | 69 % |

**STRENGTHS**

Hard working, confidence, motivating others, positive attitude, communication skill, eager to learn new things, organization skills and flexibility.

### COMPUTER KNOWLEDGE

* DCA
* MS Office
* Tally

### WORK EXPERIENCE

1. **Working as a freelancer (Transcription- Malayalam & English, experienced in Loft 1.0 & Loft 2.0)**
2. **As Accountant cum Administrator in a NGO, RIGHTS- A Society for Human Rights, based at Trivandrum, Kerala (2011 to 2020)**
   * + Daily Office Work (Accounts maintenance and administration)
     + Book Keeping
     + Preparation of Financial Statements & Final Accounts
     + Allocation of fund and settlement of accounts in field offices.
     + Preparation and analysis of Budget statements as per state budget
3. **Worked as Accounts Assistant in a Construction firm (Creations Infrastructure) based at Trivandrum, Kerala (2010-2011)**
   * + Daily Office Work
     + Book Keeping, Tally
4. **Worked as Office In- chargeat Yaska Technologies based at Trivndruam, Kerala**

**(2008-2010)**

* + - Daily Office Work (Accounts maintenance and administration)
    - Leading a Team of Data Entry Operators
    - Allocation of work
    - Data Entry, BPO, KPO, Business Transcription (Non Voice)

1. **Worked as Office Assistantin SITD (Society for Information Technology Development), based at Trivndram, Kerala (2006-2008)**

* + - Daily Office Work

### LINGUISTIC ABILITIES

1. English (Read, Write, Speak)
2. Hindi (Read, Write, Speak)
3. Malayalam (Read, Write, Speak)

**HOBBIES**

Listening to Music, Cooking & Reading Books

### PERSONAL PROFILE

Name : **SUNITHA .T**

Father’s Name : SUDHARSANAN .A

Gender : Female

Date of Birth : 25-01-1985

Marital Status : Married

Nationality : Indian

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Vellaikadavu, Kodunanoor P O Trivandrum –695013, Kerala

**Ph: *88 91 46 39 96***

### Declaration

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

Place:

Date: Yours sincerely,

***SUNITHA T***