

LITTLE TREESA M. P
Nalukettumparambil (H),
Kadebagam, Palluruthy,
Cochin – 6



CAREER OBJECTIVE

To build a career with a growing reputed and reward- oriented organization with committed and dedicated people, which will keep me to explore myself fully and realize my potentials, and willing to work as a key player in a challenging and creative environment.

EXPERIENCES



MAX PLUS MEDIA

- Working as Customer Relation Executive from June 2020 to December 2020.
- Establishing new business.
- Aiming to achieve goals and targets.
- Assist Manager and team in achieving organizational goals.
- Provide customer service and proper follow ups.



INDIA BICYCLE TRIPS PVT LTD.

- Working as accountant and administrator from August 2017 to November 2019.
- Maintaining daily accounts.
- Managing financial departments with responsibility of budgets, forecasting, accounts payable and receivable.
- Creating budget and forecasts for the tours conducted.
- Research, negotiate and secure rates with hotels, airlines and other agents.

- Preparing company accounts and tax returns for audit.
- TDS and GST calculation and payments.

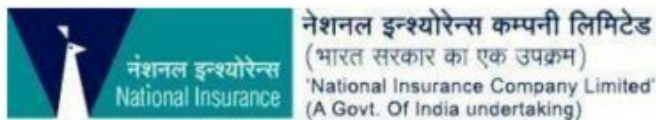
- Ensuring compliance with accounting deadlines.
- Administrating online banking functions.
- Managing internal and external mail functions and providing telephone support.



SIDHARTH IT SOLUTIONS

- Worked as accountant and administrator from 2015 April to 2016 June.
- Maintained daily accounts.
- Performed general office duties in administrative tasks.
- Managed budgets, accounts payable and receivables.
- Sales of tally software.
- Introducing tally to new customers and providing training to them.
- Technical support to customers to resolve the errors while working with tally.
- Scheduled client appointments and maintained up to date confidential client files.
- Preparing company accounts and tax returns for audit.
- Ensuring compliance with accounting deadlines.
- Administrating online banking functions.
- Managing internal and external mail functions and providing telephone support.

PART TIME WORKS



NATIONAL INSURANCE COMPANY LIMITED

- Working as an insurance agent from August 2016 to December 2019.
- Meeting new customers and selling them our products.
- Maintaining customer details.
- Reminding existing customers about the renewal date of their policies and do it on behalf of them.



YELLA INSURANCE BROKING PVT LTD

- Working as an insurance agent since January 2020.
- Meeting new customers and selling them our products.
- Maintaining customer details.

- Reminding existing customers about the renewal date of their policies and do it on behalf of them.

ACADEMIC QUALIFICATIONS

Sl no.	Name of Examination	Institution/ University	Year	% of Marks
1	SSLC	VHSS Panangad	2010	82
2	Plus 2	St. Augustine's Higher Secondary School, Aroor	2012	75

PROFESSIONAL QUALIFICATIONS

Sl no.	Qualification	Institution/ University	Year	% of Marks
1	Bachelor of Commerce (Co-operation)	M G University	2015	65
2	Master of Business Administration (Finance and Rural Development)	Kerala University of Fisheries and Ocean Studies (KUFOS)	2018	67

SKILLS

- Good communication skill
- Leadership and teamwork
- Proficiency in Microsoft Office programs and Tally erp9.
- Time Management

OTHERS

- Coordinated all India management fest, WAVES 2K17 at Kerala University of Fisheries and Ocean Studies (KUFOS).
- Conducted various events at college as Arts Club Secretary.
- Done comparing at various events.