



Renji Bhavan (Chirayil Padickal)  
Puthukundam  
Kerala – 690 516  
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**Name: RENJI PHILIP:**

**Designation: Accountant:**

**Educational Qualifications;**

1. B.Com
2. P.G.D.C.A from IHRDE
3. "A" & "B" Level form DOEACC

**Proficiency:**

1. Tally Accounting Software
2. MS Office
3. Preparation of Final Accounts
4. Well versed in all office procedures.

**Previous Job Experiences {Chorological Order present to past}**

Organization	Position	From	To
1. KRWSA, JALANIDHI	Accountant	2012	
2. KRWSA, JALANIDHI	Accounts & Office Assistant	2005	2012
3. Course Coordinator	Datatec Computers, Mavelikara	2003	2005
4. Accountant	Dileep Kumar & Co., Chartered Accountants, Mavelikara	1999	2002

**Trainings attended:{ Only major trainings- Maximum five numbers}**

1. Accounts training at New Delhi conducted by National Council for Training and Social Research
2. E-office training
3. Tally & FMIS training conducted by KRWSA

**Books/Journals/ Periodicals published:**

**Language Skills {Read/Write /Speak}**

Read :- English, Malayalam, Hindi

Write:- English, Malayalam, Hindi

Speak:- English, Malayalam

**Personal Details: {Date of Birth, Marital Status}**

Date of Birth:- 31/05/1972

Marital Status:- Married

**Declaration:**

I do hereby declare that all the statements made in the curriculum vitae are true, complete and correct to the best of my knowledge and belief.

Signature