

Thayamangalathu House
Karimannoor P.O.
Thodupuzha – Idukki - 685581
Mob No:- 9539070104
Email id:- sindumk1@gmail.com

Name: Sindu M.K.

Designation: Accountant:

Educational Qualifications:

1. B.Com
2. M.Com. Course Completed.

Proficiency:

1. Tally Accounting Software
2. MS Office
3. Preparation of Final Accounts
4. Proficiency in office procedures including management of E-Office programme.

Previous Job Experiences {Chronological Order present to past}

Organization	Position	From	To
1. KRWSA, Jalandhri	Junior Project Commissioner/ Accountant	03.12.2013	Till date
2. Indian Youth Association Kozhikkode	Accountant	31.10.2006	30.09.2012
3. Partnership for Sexual Health Project Project Implemented by Kerala State AIDS Control Society implemented by IYA, Kozhikkode	Accountant cum Administrative Assistant	02.08.1999	31.10.2006

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

1. Financial Management Training organized by Kerala State AIDS Control Society, Trivandrum.
2. E-office training
3. Tally & FMIS training conducted by KRWSA

Books/Journals/ Periodicals published:

Nil

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:- 12/08/1977

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 .