

LEKSHMI.M.S.NAIR

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Email: lekshnimahi88@gmail.com

CAREER OBJECTIVES:

Seeking a carrier to share my knowledge and experience with students and to acquire experience in the education and teaching field.

EDUCATIONAL QUALIFICATION:

MASTERS OF COMMERCE	SCHOOL OF DISTANCE EDUCATION, KARYAVATTOM KERALA UNIVERSITY	FIRST CLASS	2017-2019
BACHELORE OF COMMERCE	H.H.M.S.P.B N.S.S COLLEGE FOR WOMENS NEERAMANKARA	CPCG OBTAINED 8.073/10	2014-2017
HIGHER SECONDARY EDUCATION(COMMERCE)	GOVT.GIRLSHSS,COTTONHILL KERALABOARD	PERCENTAGE AGGREGATE 93.6	2012-2014
SECONDARY EDUCATION	M.M.R.H.S.S NEERAMANKARA KERALA BOARD	PERCENTAGE AGGREGATE 95.6	2012

WORK EXPERIENCE:

- KANAKASREE EXPORTS- Accounts Executive (June 2017-2019)
- Tuition classes are taking since 2012 for MATH, SCIENCE & ACCOUNTS(State & CBSE syllabus).

COMPUTER EFFICIENCY

- Tally ERP
- MS-Word, Excel, Powerpoint
- Computerized accounting

JOB RELATED SKILL:

- Responsible for teaching theory paper.
- Teaching accounts in a simple and easily manner to grasp quickly.
- Excellent interpersonal skill
- Strong analytical, logical and mathematical skills

- Excellent communication skill in written and verbal both
- Ability in clarifying the doubt

PROJECTS UNDERTAKEN

Travancore Titanium Product Limited

Topic “The possible health hazards and welfare measures of employees”

Objectives: To identify the health hazards that may be caused in chemical industries to all

Employees and to identify the safety measures practiced by these organization.

Conclusion: Mostly breathing hazards are being faced by employees and suggestions were given to the organization to control these issues.

LANGUAGE SKILL:

- Proficient in Malayalam and English
- Intermediary in Tamil and Hindi

PERSONAL QUALITIES:

- Good communication
- Leadership skills
- Sincere and hard working
- Strong determination
- Positive attitude
- Ready to accept challenges
- Teachable
- Self motivation and self directed

PERSONAL INTEREST:

- Reading
- Cooking
- Gardening
- Writing

PERSONAL PEOFILE:

FATHER NAME: V.MAHIPAL

Address: ‘Lekshmi’ T.C.55/1438

Kalady, Karamana.p.o.

Trivandrum-2

Pin code-695002

Date of Birth: 01-12-1995

Gender: Female

DECLARATION:

I hereby certify that the above information furnished by me is authentic to the best of my knowledge and belief.