

CYRIL STEPHEN



My Contact

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☎ +91-9961898641

📍 Poothathil house Neendoor P.O
Kottayam, Kerala, India

LANGUAGES

- Malayalam
- English
- Tamil

SKILLS

- Observation
- Decision making
- Communication
- Multi-tasking
- Positive Attitude
- learning Mentality

Education Background

- Bachelor of Commerce
Mahatma Gandhi University
2016-2019
- Higher secondary Education
SMV NSS HSS Kallara, Kottayam
2014-2016
- High school
St. Thomas high school Kallara, Kottayam
2013-2014

About Me

A highly motivated and adaptable professional with a passion for continuous growth and improvement. Possesses excellent communication skills and a strong sense of loyalty towards achieving organizational goals. Seeking opportunities to leverage my abilities and willingness to learn in a dynamic and challenging work environment.

A dedicated individual with a track record of loyalty and commitment to the success of projects and teams. Demonstrates exceptional interpersonal skills, fostering open and effective communication within diverse groups. Proven ability to embrace new challenges with enthusiasm and a proactive approach to learning and development.

Professional Experience

Tinu Joseph Associates / Auditing Assistant
2023 March - present

Key responsibilities:

- Auditing Financial Datas
- Preperation of documents
- Assistance in Auditing process

Rosamystica care Home/ Accountant
2020-December to February 2023

Key responsibilities:

- Maintain records of accounts
- Inventory Management
- purchase management
- Prepare financial statements
- Patient assistance

References

Tinu Joseph
Chartered Accountant (Tinu Joseph Associates)
phone: 9496078882

Francis George Edukkutharayil
Managing director Rosamystica care home
Phone: 8547917898

DECLARATION

I hereby declare that the above mentioned information are truth to the best of my knowledge and belief.

Place: Kottayam Name: Cyril Stephen