



POOJA MK

ACCOUNTANT

WORK EXPERIENCE

● CALICUT CITY SERVICE CO-OPERATIVE BANK,CALICUT

- (JAN 2023 - MAY 2023)

CASHIER,ACCOUNTANT,ADMINISTRATION,CLERICALACTIVITIES
,RECOVERY MANAGEMENT

Learned about customer's financial needs,established trust
Processed customer transactions promptly, minimising
wait times.

Educated customers on use of banking website and
mobile apps.

Maintained good relationship with customers.

●Female

●Poojaharimk98@gmail.com

●+971568671658

●Poojamk_ (Naukri gulf,indeed)

●UAE

ABOUT

Enthusiastic candidate with extensive experience in customer service and cash handling at banks or money lending institutes.Strong knowledge of offered banking services and products.Reliable and honest professional dedicated to meeting scorecard goals by processing high volumes of error-free transactions.

SKILLS

Communication and Coordination Skill:

Excellent time management skills,cash handling,positive,cheerful,energetic.

COMPUTER:

Word, Excel, Powerpoint,
C Programming for Mathematical computing.

LANGUAGE:

English ,Hindi, Tamil , Malayalam

EDUCATION

● ANNAMALAI UNIVERSITY FOR DISTANCE EDUCATION,

POST GRADUATION

2021 - Doing

---MSc Mathematics

----- currently doing

● STATE CO-OPERATIVE UNION ,KERALA CENTRAL BOARD OF

EXAMINATIONS, Higher diploma

2020 - Dec 2021

---Higher Diploma in Co-operation And Business Management

. *Financial Accounting and Costing

----- DISTINCTION with FIRST CLASS

● CALICUT UNIVERSITY, Bachelor of science

2016 - April 2019

---BSc Mathematics

*Complementary course:Statistics , Physics

*Open course:Basic Accounting

-----FIRST CLASS

● KERALA STATE HIGHER SECONDARY BOARD, science

2014 - March 2016

-----FIRST CLASS

● KERALA STATE BOARD, SSLC

2013 - March 2014

-----DISTINCTION