



SONA JOSE

Padayattil House, Valluvally, Koonammavu PO, Ernakulam – 683518

Contact No – 8075793154

Email – sonajose119@gmail.com

CAREER OBJECTIVE

To work in challenging and dynamic environment and keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills & knowledge.

ACADEMIC QUALIFICATION

EXAMINATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR	RESULT
BCOM	Bharat Mata College, Thrikkakara	M G University	2015-18	7.93
12 TH	Kendriya Vidyalaya Koliwada, Mumbai	CBSE	2015	8.7
10 TH	Kendriya Vidyalaya Koliwada, Mumbai	CBSE	2013	8.6
CA		ICAI	Pursuing	
MCOM		IGNOU	Pursuing	

WORK EXPERIENCE

BALAN RENJI AND ASSOCIATES – CA Articleship (from 14 November 2018 – present)

SOFT SKILLS

- Good communication and presentation skill.
- Personal integrity and commitment to deadlines.
- Can converse in English, Hindi, and Malayalam.

HARD SKILLS

- TALLY ERP 9
- Proficiency in Microsoft Office and Windows
- Winman

PERSONAL INFORMATION

Father's Name - P L Jose

Date of Birth - 29-01-1998

Marital Status - Single

Gender - Female

Nationality - Indian

DECLARARTION

I declare that the information and details furnished in this application form are true and correct to the best of my knowledge and belief, and I will not wilfully suppress any material facts.

