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[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

**Anju.**

[**Anju.335616@2freemail.com**](mailto:Anju.335616@2freemail.com)

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Career Objective *Commerce post-graduate with accounting experience and skills looking for a position in accounting and finance where I can utilize my skills and put my learning into practice and make a contribution. I am eager to learn, and excited about progressing my career in this dynamic Industry.*

Academics Post-Graduation : University of Kerala

***Master of Commerce (MCom finance) 2013-2015***

Graduation : University of Kerala

***Bachelor of Commerce (BCom) 2005-2008***

Three main systems

* *Commerce*
* *Accounting*
* *Computer Applications*

Professional Certificate : National Institute of Computer Technology

***Diploma in Digital Accountancy 2008***

Higher Secondary : Kerala Board of Higher Secondary Examination

***Higher Secondary in Science Group 2005***

Experience Raj and Co. Income Tax and Sales Tax Practitioners, Kollam

***Accounts Trainee May, 2016 - October,2016***

* *File monthly returns, sales and purchase details for the client*
* *Use accounting software to create spreadsheets and reports*
* *Verify Client financial activities follow tax protocol*

ICICI Prudential Life Insurance Company, Kollam

***Development Mgr- Bus. Dev September, 2015 - January,2016***

* *Lead and train a team of financial advisors.*
* *Ensure Individual and overall targets are met for the team.*
* *Maintain and make use of statistical records and performance ratings to manage the team*

Dhathri Multi-Speciality Clinic, Kollam

***Accountant October, 2010 - October,2012***

* *Collection and maintenance of financial data and daily income expenses.*
* *Check and keep track of inventory.*
* *Liaise with supplier and stock up inventory.*

***Software***

* *Tally*
* MS *Office*

Personal Details

* *Date Of Birth : 06/08/1987*
* *Sex : Female*
* *Marital Status : Married*
* *U.A.E Visa : Long Term Visa*

Qualities

* *Hard working, good attitude, willing to learn, and dedicated to the job.*
* *Good Communication & interpersonal skills.*
* *Self motivated, confident, takes on challenges and can work independently.*
* *A Team Player who recognizes the strategic benefits of building relationships within the company and customers.*