ANJALY email : anjaly.367914@2freemail.com

**Career Objectives:**

Hardworking and self-motivated individual who enjoys taking-up challenges of demanding work environment. A self thinker and a keen learner capable of prioritizing workloads and contribute towards improving the efficiency of the organization. Possess good administration, time-management, communication, interpersonal and presentation skills with keen focus on contributing to the profession in team environment and achieving results by taking initiative and maintaining positive drive towards assigned work goals.

 Educational Qualification

* **B.Com**
* **KERALA Higher Secondary (HSE) in Science Stream - 2011**
* **KERALA SSLC - 2009**

**Professional Qualification:**

* **Diploma in Financial Accounting**
* **SAP**
* **TALLY ERP 9.0**

**Work Experience/ Training:**

1. Worked with Chillukada , a leading Hardware Agent, at  kannur from Feb 2015 to march 2017

**Computer Skills:**

* Microsoft Word and Excel.
* Microsoft PowerPoint.
* E –mailing.
* Type writing

**Job Details:**

* Preparation of invoice to customers and collect amount.
* Checking of invoices received  with the supporting documents.
* Preparation of  financial reports to management.
* Filing of supporting documents correctly.
* Daily cash collection.

**Strengths:**

* Ready to take up international assignments.
* Good communication skills and convincing capability.
* Team work and effective in team leading.
* High zone of tolerance and hardworking.
* Observant and adaptable.

**Personal Details:**

 Date of Birth : 10-11-1993

 Sex : Female

 Nationality : Indian

Language : Malayalam (Native), English, Hindi

 Marital Status : Single

PP Exp Date : 21/06/2021

**Declaration:**

 I herby confirm that the information provided by me is true to the best of my knowledge and belief.Necessary documents will be produced as per the requirement.

**PLACE: DUBAI**