**ANOOJA**

**ANOOJA.371623@2freemail.com**

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Personal Information:

Sex: Female

Date of Birth: 12-03-1994

Nationality: Indian

Language Known:

English, Hindi, Tamil and Malayalam

**Visa Status**:
Husband Visa

Validity: till 04th Jan 2019

Career Objective:

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

Professional Skills:

* Excellent interpersonal and communication skills.
* Highly motivated individual with abilities to prioritize work and to meet deadlines.
* Aptitude to communicate logically & ability to identify and overcome objections.
* Experience in motivating and fostering team environment.

 Maintain positive attitude in the face of changes in work assignments.

* Punctuality time management capability.
* Can work efficiently in a group as well as an individual.
* Conceptually strong with an innovative, detail-oriented and analytical approach to the work.
	+ - * Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.

Academic Credentials:

* **BCom (Co-Operation) :** (2011- 2014)

 Pragathi Vidya Niketan

 Kannur University

* **Plus Two ( Commerce )** : ( 2009-2011)

Work Experience

* **Accounts Executive** – Graphikking (Kannur, Kerala, India)

 (2015 – 2016)

Roles & Responsibilities:

* Serve visitors by greeting, welcoming directing them appropriately.
* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Providing quotations and rates on the basis of customer requests.
* Receive and sort daily mails / deliveries / couriers.
* Receiving and solving customer complaints.
* Update appointment calender and schedule meetings / appointments.
* Receiving, Verifying and booking of supplier invoices.
* Preparation of Accounts Statements
* Preparing Bank reconciliation statements on weekly basis.
* Maintaining petty cash account and distributing cash for day to day activities.
* Providing various sales and financial reports to management.
* Issue of invoice & Credit notes with proper approval of management.
* Printing and Distribution of cheques.
* Routine payment follow up with customers.
* Proper management of documents & Customer records.

Area of Expertise:

* Advanced Skills in Microsoft Excel.
* Efficiency in Computerised Accounting (Tally ERP 9, Peachtree)
* Efficiency in MS Office (Word, Excel, PowerPoint)
* Typewriting (40 wpm)
* Data Analysis & Interpretation.
* General Administration
* Customer service expertise.

Professional Certificates:

* DCFM in 2015 from Jyothirgamaya Computer Education (C-Dit CEP, Under GOVT of Kerala).
* Tally in 2014 from Wais Computer Academy (Kannur, Kerala).
* Certification on Data entry operating.
* Certification on Business Excel.

Declaration:

 I hereby declare that the above mentioned information is correct and very much sincere as knowledge.