**ANOOP**

**C/o-PHONE NUMBER**: +971 504973598

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**OBJECTIVE:-**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**EDUCATIONAL BACKGROUND:-**

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| --- | --- | --- | --- | --- |
| **GRADE/COURSE** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF PASS** | **PERCENTAGE** |
|  MBA B.Com PLUS 2 SSLC | ELIMSST. Thomas educational canterChinmayavidyalayaChinmayavidyalaya |  CALICUT CALICUT CBSE CBSE | May 2012March2009March 2007 |  Pursuing 55% 75% 62% |

**EXPERIENCE:-**

Worked in ‘**Pass Corporate Service Limited’**,Ernakulam,kerala(India) as an ‘**’Assistant Accountant’’** for 1year .

**KEY RESPONSIBILITIES:-**

* Monthly closing and Finalisation of Books of Accounts
* Value added Tax (VAT) computation and Monthly payment.
* Collecting and entering transactions in databases and maintaining accurate financial records.

**PROJECT DONE:-**

1. A STUDY ON QUALITY OF WORKLIFE OF EMPLOYEES with special reference to THE STEEL INDUSTRIAL KERALA LIMITED Athani, Thrissur,India

The study is about to find out is quality of work life of the employees working in steel industrials kerala limited is satisfactory. The period of study is 21days

1. WORKING CAPITAL MANAGEMENT with special reference to KERALA STATE FINANCIAL ENTERPRISES LTD, Thrissur,India

The study is about to find out how effectively is KSFE LTD managing its working capital.

**SYSTEM PROFICIENCY:-**

MS WORDMS EXCEL POWEPOINT TALLY

**LANGUAGES KNOWN:-**English,Hindi and Malayalam

**KEY SKILLS:-**

Excellent communication and interpersonal skills.
Ability to work in team as well as individually.
Positive thinking and hardworking.

**PERSONAL DETAILS:-**

Date of Birth : 12/06/1989 Marital status: Single

Nationality : Indian