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| **Contact Information****E-Mail:*****Anjali.378178@2freemail.com*** |

**Contact No:+971504973598** **Personal Profile:****Date of Birth : 05-12-1994****Sex : Female****Nationality : Indian****Religion : Hindu****Marital Status : Single****PASSPORT DETAILS****Place of Issue : Trivandrum****Date of Issue : 04/09/2015****Date of Expiry : 03/09/2025****Visa Status : Visit Visa****LANGUAGE KNOWN:****English, Malayalam &Hindi** | **ANJALI**

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| **Objectives** |
| To accelerate my pace towards the growth of the organization by riding on my strength and to make innovations with my talented skills. |

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| **Academic Profile** |
| **POST GRADUATION:****Year of Completion : Doing****Course : M.Com****Specialization : Computer Application****UNIVERSITY : MADURAI KAMARAJ UNIVERSITY***VVM College, Kottarakkara, Kerala ,India (Distance Education)***GRADUATION:****Year of Completion : 2015****Course : B.Com****Specialization : Computer Application****UNIVERSITY : KERALA UNIVERSITY, TRIVANDRUM***.***Classification : FIRST CLASS** *ST.Cyril’s College, Kilivayal, Adoor , Kerala , India***HIGHER SECONDARY** **Year of Completion : 2012****Course :PLUS TWO****Specialization :Commerce with Statistics****Board : STATE****Classification : Distinction***GOVT HSS Kulakkada , Kerala , India***MATRICULATION****Year of Completion : 2010****Board : STATE****Classification :Distinction***GOVT HSS Kulakkada , Kerala , India* |
| **Technical Skills** |
| * DCA
* PDCFA (tally)
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| **HOBBIES:*** Web browsing
* Social Networking
* Listening Music
* Gardening

**KEY STRENGTHS*** Flexible to work in any environment.
* Fast & Self-directed learner, work effectively independently or as team player.
* Strong communication skills.
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| **Projects** |
| **GRADUATION*** **Main project – A study on Quality of work life of employees in IREL, Chavara.**

**DCA*** **Main project – Hotel bill management system.**

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| **Experience** |
|  * **Accounts Assistant in Muthoot Finance Pvt Ltd, Kottarakkara , Kollam Dist ,**

**Kerala , India.** **1.3years (September 2016 to November 2017)** **Job Description*** *Working with spreadsheets, sales and purchase ledgers and journals.*
* *Preparing Statutory Accounts.*
* *Calculating and checking to make sure payments , amounts, and records are correct.*
* *Reconciling finance accounts and direct debt.*
* *Sorting out incoming and outgoing daily post .*
* *Managing petty cash transaction*
* *To complete and coordinate annual audits and provide recommendations for improving procedures and systems for initiating corrective actions.*
* *Check all financial transaction for accuracy.*
* *Track expenses as they relate to specific projects and jobs.*
* *Assisting Accounts Manager with audits , forecasts and*

*Other fiscal planning.* * **Customer care executive in**

**Oyster Communications Vodafone mini store ,** **Enathu , Pathanamthitta Dist ,Kerala , India.****1.2 years ( July t2015 to August 2016)****Job Description*** *Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.*
* *Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications*
* *Refer unresolved customer grievances or special requests to designated departments for further investigation*
* *Follow up to ensure that appropriate actions were taken on* *customer’s requests.*
* **Computer Teaching Faculty in CAIT ,**

**Enathu , Pathanamthitta Dist . Kerala India.****1.3 years ( April 2015 to June 2016 )****Job Description*** *Create lesson planes that are appropriate for the age and abilities of students in the class.*
* *Encourages creativity of students.*
* *Making theory classes and practical class of*

*MS Excel , MS Word , MS Powerpoint , C++, Java,* *.Net. and VB** *Runs the classroom within the allocated budge*
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| **Reference** |

 Submit as on request.

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| **Declaration** |
|  I hereby declare that all the information mentioned above is true to the best of my knowledge. |

 Dubai ANJALI .   |