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| |  | | --- | | **Contact Information**  **E-Mail:**  [***Anjali.378178@2freemail.com***](mailto: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**   |  | | --- | |  |  |  | | --- | | **Objectives** | | To accelerate my pace towards the growth of the organization by riding on my strength and to make innovations with my talented skills. |  |  | | --- | | **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. | | |  | | --- | | **Projects** | | **GRADUATION**   * **Main project – A study on Quality of work life of employees in IREL, Chavara.**   **DCA**   * **Main project – Hotel bill management system.**  |  | | --- | | **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* | | | **Reference** |   Submit as on request.   |  | | --- | | **Declaration** | | I hereby declare that all the information mentioned above is true to the best of my knowledge. |   Dubai ANJALI . |