**CURRICULUM VITAE**



**ANJU**

Email: anju-395000@2freemail.com



**CAREER OBJECTIVE**

A position that would give me an opportunity to use my knowledge, skills and potential towards achieving organizational goals as well as that provides a platform for learning and self-improvement. To work collaboratively with team members to achieve common goals while maintaining responsibilities and commitments, I would be inclined therefore to a career that reflects my interests.



**EDUCATIONAL QUALIFICATION**

* Masters in Commerce(M com Finance) from Providence Women’s College , under Calicut University, Kozhikode, Kerala with an aggregate of 81.5% (2016-18)
* Graduate in Bachelor of Commerce(B Com CA) from Government college kodencherry, under Calicut University, Kerala with an aggregate of 84% (2013-16)
* Higher Secondary Education in Science from St Joseph’s HSS Kodencherry, Kozhikode, Kerala with an aggregate of 87.08% (2011-13)
* SSLC from St. Joseph High School Kodencherry, Kerala with an aggregate of 91.8%



**PROFESSIONAL EXPERIENCE & ACHIEVEMENTS**

* Worked as an accountant for a tenure of one year (01-08-2018 to 30-07-2019)
* Diploma in Computerized Financial Management(DCFM)First class with Distinction
* National Level Certificate in Spoken English And Communication Skill
* National Level Certificate in 3D-Animation Production
* IELTS Academic Level B2 & UGC NET Qualification (56.08%)
* State Level Workshop Participation On Data Analysis Using SPSS & Participation in IFRS

**DISSERTATION/ PROJECT**

* A project study on Single Window System in admission procedure,with special reference to Government College Kodencherry
* A project study of Work Life Balance among employees in private sector with special reference to Josco Rubber Pvt Ltd In Thamaraserry



**TECHNICAL SKILLS**

* Operating systems: Windows XP, Windows 7, Windows 8, Linux
* Computer Proficiency: Microsoft office, Tally ERP 9



**STRENGHTS**

* Committed to deadlines and schedules
* Quick learner
* Total dedication to the work
* Flexible to work towards challenges
* Resourceful in the completion of the projects
* Ability to work and co-ordinate with team members

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|  | **PERSONAL PROFILE** |  |
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|  | Nationality | : Indian |
|  | Date of Birth | : 3rd February 1995 |
|  | Languages known | : English, Malayalam, Hindi, Tamil |
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|  | **DECLARATION** |  |
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I hereby declare that the above particulars furnished by me are true to the best of my

knowledge and belief. I assure you that I’ll give my fullest efforts to complete my task and

achieve the organizational goal.

Place:

Date:

ANJU