**RESUME**



**Name : ANOOP JOSE**

**Email.id : anoopjose1996@gmail.com**

**Phone : +91- 9442656136, 8137001276**

**CAREER OBJECTIVE**

To be a part of an organization where I get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **EDUCATIONAL INSTITUTION** | **BOARD OR UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| **MBA** **Human Resources Management** |  SCHOOL OF DISTANCE EDUCATION | BHARATHIAR UNIVERSITY | 2019 | 61.5% |
|  **B.COM with**  **COMPUTER**  **APPLICATION** | BHARATHIAR UNIVERSITY ARTS & SCIENCE COLLEGE GUDALUR | BHARATHIAR UNIVERSITY | 2016 | 65% |
| **HSC** | BHARAT MATA HSS UPPATTY | TAMILNADU STATE BOARD | 2013 | 73% |
| **SSLC** | BHARAT MATA HSS UPPATTY | TAMILNADU STATE BOARD | 2011 | 81.8% |

**DIPLOMA**

* **Professional Diploma in Computerized Financial Accounting PDCFA**

**COMPUTER SKILLS**

* MS OFFICE SUITE, PEACHTREE, HTML, TALLY ERP.9
* Operating System : Windows XP, Windows 2007,2008,Windows10

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **No of Years** | **Designation** | **Responsibilities** | **Firm Name** |
| 1.6 Years | Finance & Accounts Executive | * Maintaining Accounts
* Billing
* Office Administration
* Payments Collection
* Auditing Reports
* Mess Management
 | **SAFEXPRESS PVT LTD** |

**PERSONAL SKILLS**

* Friendly and Co-operative
* Hard Working
* Ability to deal with people diplomatically

**PERSONAL DETAILS**

Name : Anoop Jose

Age : 24

Date Of Birth : 22-06-1996

Gender : Male

Father’s Name : Jose

Religion : Christian

Category : General

Marital Status : Single

Languages Known : Malayalam, Tamil, English

Permanent Address : D/no-17/182, Kizhakkedath House, Kunnalady (P.O),

 Kunnalady, The Nilgiris, Tamilnadu, Pin-643241

**PASSPORT DETAILS**

Passport No : R8577875

Date of Issue : 01/02/2018

Date Of Expiry : 31/01/2028

Place Of Issue : COIMBATORE

**DECLARATION**

I hereby declare that above furnished details are true and correct to the best of my knowledge and belief.

 Anoop Jose