

ANURAJ.A

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Career Objective

A challenging position with an expanding and a dynamic company where I can implement skills that I have learned through my education and past experience as well as enhance my knowledge by way of dedication and hard work.

Abilities

PROFESSIONAL ABILITIES

- Time management ability.
- Analytical thinking, planning.
- Accuracy and Attention to details.
- Can work under pressure.
- Problem Solving

PERSONAL ABILITIES

- Work well with others.
- Hard working & Adaptable.
- Determined, self motivated.
- Feeling and inspiring friendliness
- Responsible

Areas of Expertise

- ☛ Handling Accounts, Office Operations, and clerical functions.
- ☛ Compiling & maintaining records of business transactions and office activities.
- ☛ Capable of diplomatically interacting with multicultural environment, flexible, detail- oriented.
- ☛ Performing variety of duties including copying data and compiling records and reports.
- ☛ Tabulating & posting data in safety record books.
- ☛ Preparing stock inventory, issues & sending out receipts, bills, policies, invoices & statements.

- ☛ **WeizmanForex Ltd Valiyakada,Chirayinkeezhu**
Designation: Cash counter Executive
Reference name: Sujith (Manager)+91 9847048454
Duration :December 2009to November - 2010
Duties :Entries of cash Book, Sales Bills & Purchase Bills etc.
: Maintain cash register.
: Petty Cash Book Verification.
- ☛ **White Dammar International Pvt. Ltd,Hotel B Six inn Trivandrum.(Group of companies)**
Designation: Accounts Assistant
Reference name: Joe Johnson (Accounts Manager)+91 9447783477
Duration :March 2011 – September2015
Duties :Maintain ledger for sales & purchase.
:Cash Handling & Preparation of Day Book.
: Maintain inventory record on computer.
: Petty Cash Management.
: Preparation of Branch Account Report
- ☛ **Flash star car service ,Group of companys Muharraq,Baharain**
Designation : Cash counter Executive& Storekeeper
Reference name: Sujith (supervisor)+973 33289363
Duration:MAY 2016 to DEC2019
Duties :Entries of cash Book, Sales Bills & Purchase Bills etc.
: Maintain cash register.
: Petty Cash Book Verification.
- ☛ **Ajithplastics peroorkadaTrivandrum(Garnier,Loreal)**
Designation : PSR(Pilot Sale Representative)
Duration: MAR 2020 To SEPT 2021
Duties : To visit existing outlets, Viz Medical stores, Fancy stores & Supermarkets on a weekly basis, ascertaining stock, taking orders and collecting payments.
:To generate new sales by opening accounts at new stores and Increase monthly sales maintaining existing outlets as well.
:To conduct various activities as per the instructions from the Company; Sending daily reports to Company SO on a daily basis.

Academic Profile

Course	School / College	University / Board	Year
B.Com	University of Kerala	Taxation from University of Kerala	2005-09
Plus Two	S.N.G.H.S.S Chempazhanthi,TVM	Commerce from Board of Higher Secondary, Kerala	2003-05
S.S.L.C	AzhoorGovt H.S. TVM	Secondary School Leaving Certificate (SSLC) from Board of Public Examination, Kerala	2003

Technical Skills&Other Qualification

- Tally Erp 9
- Peach-tree
- Dac-easy
- Quick books
- Aquara
- MS Office
- AutoCAD
- PageMaker
- Desk Top Publishing (DTP)
- Sahithyacharya
(KeralaHindiPracharsabha)

Personal Details

Father's name : Anurudhan
Gender : Male
Marital status : Single
Date of birth : 02-03-1988
Domicile &Nationality : Kerala &Indian
Languages known : English, Hindi, Malayalam
Address : Madaykkavilakam
Perunguzhi P.O.
Thiruvananthapuram
Pin No-695305

Passport Details

Passport No : U 5123983
Place of issue : Trivandrum
Date of issue : 15-06-2020
Date of expiry : 14-06-2030

DECLARATION

I hereby declare that all the above said details are true to the best of my knowledge and I shall do my best for the well wish and prosperity of the company.

Place: TRIVANDRUM

Date:

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