**ANILA MARIAM BIJU**

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Poikayil Veedu

 Thrikkanamangal

 Kottarakara P O

 Kollam

 Pin 691506 Kerala India E-mail: meenukochu1997@gmail.com

Phone: +91 7034496805

**Career Objective**

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

CORE COMPETENCIES

Decision making

Attention to detail

Problem solving

Team player

Professional Experience

**SANTHOSH JACOB THOMAS, PATHANAMTHITTA**

## *Article Assistant from, 2 September 2019*

Finalization of Financial Statements (Trading, profit & Loss A/c and Balance Sheet)

Preparation of various accounting reports, Income and Expenditure statements, Bank Reconciliation statement etc.

Filling of GST Return.

Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial No. | Course | School/College | University/Board | Year | Percentage of Marks |
| 1 | b.Com | St.Gregorios College, Kottarakkara,Kollam Kerala | Kerala University | March 2018 | 69% |
| 2 | **Plus Two** | Govt Boys HSS,Kottarakara,Kollam,Kerala | Board of Higher Secondary Education | March 2015 | 93% |
|  |  |  |  |  |  |
| 3 | **SSLC** | Marthomma Girls High School Pulamon,Kollam,Kerala | Board of Public Examinations | March 2010 | 97% |
|  |  |  |  |  |  |

Certifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial No. | Course | University/Board | Year | Percentage of Marks |
| 1. | Certificate in Accounting(tally with gst) | Kerala State Rutronix | December 2018(3 Months) | 90% |
| 2. | CERTIFICATE IN INTEFRATED COURSE ON INFORMATION TECHNOLOGY AND SOFT SKILLS | ICAI | 2017 |  |

TECHNICAL SKILLS/COMPUTER PROFICIENCY

Proficiency in latest ERP packages SAP FI/CO and Business One

Good knowledge in Tally.

Good knowledge in Microsoft Office Excel, Word and PowerPoint

OTHER ACHIEVEMENTS

Attended in Aptis Forward thinking English Testing Conducted by ASAP, Government of Kerala.

Attended National Level Management Fests.

personal profile

Name : Anila Mariam Biju

Father’s Name : Biju Yohannan

Date of Birth : 23-04-1997

Nationality : Indian

Religion : Christian

Sex : Female

Marital Status : Single

Languages Known : English, Malayalam,Hindi

Hobbies and Interest : Interests in Sports Activities, Adventures, Meditation, Listening

 Music etc.

Permanent Address : Poikayil Veedu,

 Thrikkanamangal,

 Kottarakkara,P O Kollam ,

 Pin 691506

 Kerala, India

Present Address : Poikayil Veedu,

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 Kottarakkara,P O Kollam ,

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 Kerala, India

Phone : +91 7034496805

E-mail : meenukochu1997@gmail.com

Reference :

declaration

I hereby declare that the details given above are true and correct. I understand that if any particulars are found to be false or misrepresented on later, my candidature is liable to be cancelled at any stage of recruitment.

Date:

Place:Kottarakkara Anila Mariam Biju

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