



## PROFILE

Post graduate in Commerce with accounting experience in a Private financial institution. Seeking to leverage exceptional accounting skills and academic knowledge to gain an entry level accounting position in a reputed organization. Dedicated, competent and detail oriented individual.

## CONTACT

PHONE:  
**0523639878**

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**+91 8078395064**

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## PERSONAL DETAILS

Nationality: **Indian**  
Date of Birth: **14 JAN 1997**  
Passport No: **U4842870**  
Valid Till: **26 JUL 2030**  
Marital Status: **Married**  
Languages Known: **English**

# ANJANA. N

**M.Com** (Finance & Taxation) | **B Com** (Computer Application)

**Currently in UAE**

## WORK EXPERIENCE

### Accountant

**THUNDIATH NIDHI LIMITED, KERALA, INDIA**

2020 June – 2020 Aug

- Recording of daily collections
- Maintaining computer records of day to day financial transactions.
- Follow up in a timely manner to ensure customer satisfaction.
- Follow up bank transactions.

## EDUCATION

### **M.Com Finance & Taxation** (Awaiting Results)

May 2020  
Mahatma Gandhi University Kottayam

### **B. Com Computer Application (87%)**

May 2018  
Mahatma Gandhi University Kottayam

### **12th (85%)**

May 2015  
Board of Higher Secondary Education Kerala

### **10th (95%)**

May 2013  
Board of Public Examination Kerala

## KEY SKILLS AND CHARACTERISTICS

- Understanding of Accounting standards.
- Easy adaption with software tools.
- Tally ERP 9
- Microsoft Office