



ANJANA. N

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

Currently in UAE

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

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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**

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