
CURRICULUM VITAE

ANJU BAIJU

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Address : P O Box 52984
Dubai
United Arab Emirates



Career Objective:

- To secure a responsible career opportunity to fully utilize my skills while making a significant contribution to the success of the company.
- At this early stage of my career, looking for an interactive organization that offers me growth & real world experience by utilizing my hard work and education.

Skills & Strengths:

- Self-motivated and have heavy desire for learning
- Leadership and presentation skill
- Good communication & problem-solving skills
- Ready to work under pressure and adapt to any environment quickly
- Establish and maintain good rapport with management, colleagues and customers
- Ability to interrelate with individuals of different background

Academic Qualifications:

- **MASTERS OF BUSINESS ADMINISTRATION . MAY 2019 . SB COLLEGE, MG UNIVERSITY, INDIA**
69% Specialized in Finance and Marketing
- **BACHELORS OF COMMERCE . MARCH 2017 . KRISTU JYOTHI COLLEGE, MG UNIVERSITY, INDIA**
82% Specialized in Finance and Taxation
- **12 Standard** (Commerce) – CBSE Board
Good Shepherd Public School and Junior College

Academic Project

- A study on the performance of systematic investment plan in comparison to lump sum investment in equities
- Conducted an organizational study at 'NIRAPARA'
- A study on investment pattern among Government employees with special reference to 'TIRUVALLA' taluk

Computer Skills:

- Highly Proficient in using **MS Windows, MS Word, MS PowerPoint**
- Certification in **MS-Excel** by Microsoft
- **Tally_**

Personal Details:

Nationality	:	Indian
Date of Birth	:	13 March 1996
Language Known	:	English, Malayalam, Hindi

Work Experience:

Company	AKT REAL ESTATE Dubai, United Arab Emirates December 2019 - Present Accountant
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Exposure to Accounting such as

- Preparation of invoices and receipts
- VAT filing
- Handling expenses and income
- Documentation
- Assist in payroll administration
- Submitting monthly financial reports

Company	MINDFIRE TECHNOLOGIES LLC Dubai, United Arab Emirates 2 Months (May and June 2018) Intern – Business Development Executive
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Exposure to marketing activities such as

- Database preparation
- Cold calling
- Client handling
- Assist in marketing campaigns
- Creating graphical contents
- Documentation

Extra-Curricular Activities

- Committee member of Berch Empresario 2018
- Volunteer for programmes conducted at Kristu Jyoti College
- Committee member of Business Quiz conducted by Kristu Jyoti College

References

- **ANU HONEY**
Assistant Professor, (Commerce Association)
Kristu Jyoti College of Management and Technology
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