

CURRICULUM VITAE

ANJU.K

Date of Birth: 22-05-1997

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Address: Dubai- Al Furjan



CARRIER OBJECTIVE

To establish and prove myself successful in the field I work, contributing significant value addition towards the organizational growth and development.

WORK EXPERIENCE

Junior Accountant- MITHRAMART HYPERMARKET

Period: JUNE 2021-MARCH 2022

Duties and responsibilities:

- *Sending bills and invoices to clients*
- *Receiving, verifying and reconciling invoices*
- *Maintaining petty cash and ensure timely bank payments*
- *Managing accounts payables and receivables*
- *Maintain important financial report*

EDUCATIONAL QUALIFICATION

Course	Board /University	Year Of passing	Percentage
M.com Finance	Calicut university	2019	77%
B.com Finance	Calicut university	2017	80%
Plus two	HSE	2014	90%
SSLC	Kerala board	2012	83%

COMPUTER AND SOFT SKILLS

Working knowledge with accounting package tally

Well versed with Ms Office.

Email and internet

PERSONAL STRENGTHS

- Fast learner with positive mind set and hard working
- Passion at work
- Time management
- Active in handling responsibilities and fulfill the duties with sincerity.

LANGUAGES KNOWN

- English & Malayalam

PASSPORT DETAILS

Passport No: W0880533

Date of issue: 18/05/2022

Date of expiry: 17/05/2032

Visa status: visit visa

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

Anju. K