**Curriculum Vitae**

**Personal InformatIon**

1. Full Name : **Annie Amala Oswald**
2. Name of Father **: Mr.**Oswald
3. Residence : Maliakkal House, Palluruthy (PO)

Nambyapuram Road, Ernakulam(Dist) , Kerala 682006, India

1. Mobile : +91 8943585148
2. Email : amalaoswald94@gmail.com
3. Marital status : Married
4. Sex : Female
5. Nationality : Indian
6. Date of Birth : September10, 1994
7. Religion and Caste : Christian, Latin Catholic

**Career objective**

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

**EducATIONAL BACKGROUND**

SSLC : Year 2010 : State syllabus: 78%

Plus two : year 2012 : State syllabus: 86%

B Com Taxation : Year 2015 : MG University 65%

**skill set**

* Operating System: MSWindows,WindowsXP,Windows 2000.
* Packages: MS-Office (Word, Excel, Powerpoint), Tally
* Thorough knowledge of Accounting
* Strong analytical, problem solving, organizational ability
* Written and communication skills
* Ability to deal with people diplomatically
* Willingness to learn

**Work Experience**

* Accounts Associate - Xerox Business Services India Private Limited, Kochi(1 year)

**Carrer Objectives and responsibilities**

* Handle accounts payable transactions
* Handle Invoice exceptions
* Research 3 way match system
* Contact business clients and resolve the issues in Invoices

**Personality Traits**

* Excellent interpersonal and applicant assessment skills.
* Ability to develop,propose and implement strategies and plans.
* Strong counselling skills&Strong communication skills.
* Knowledge of Accountancy applications.
* Good analytical skills.
* Highly enthusiastic, Quick learner, Disciplined and devoted to work
* MS Excel
* Self-confident.
* Possess Leadership Quality

**Extra-Curricular Activities**

* Event organizer for the Annual Day Function in School.
* Representative in Social Science Club

**languages known**

Malayalam, English and Hindi

**DECLARATION**

I herewith declare that above mentioned particulars are true and correct to the best of my knowledge and belief

Palluruthy Annie Amala Oswald