



# ANU ELZA BABY T (ACCOUNTANT)

## SUMMARY

To pursue a highly rewarding career, seeking for a job in challenging and healthy working environment where I can utilize my skills and knowledge efficiently for personal and organizational growth.

## WORK EXPERIENCE

### **KURIAN & VARGHESE (ENGINEERS&CONTRACTORS)**

#### **ROLE:**

**ACCOUNTANT** (DECEMBER 2017-APRIL 2018)

Experienced in making monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet In Tally

Experienced in quotation making and purchase order, Bank Reconciliation

### **BB FABRICATIONS**

#### **Role:**

**ACCOUNTANT** (JUNE 2017 TO SEPTEMBER 2017)

Making ledgers regarding the day today transactions, Dealt with petty cash

## PROJECT AND INTERNSHIPS

Project on “**A study on Customer satisfaction of Adidas**”

Project on “**Analysis of Financial performance at KEL, Mamala**”,  
**Ernakulam for a duration of 1 month**

Successfully Completed Internship at Mathew Chacko & Co,Chartered Accountants,Ernakulam for **GST ACCOUNTS ASSISTANT** course by Additional Skill Acquisition Programme by **Govt. of Kerala**

## COMPUTER SKILLS

**Operating System** : **WINDOWS 7&10**

**Other Packages** :**MS Excel ,M.S Word, Visual Basic, Tally**

## CONTACT INFORMATION

Chathenkalyil (H), Mulanthuruthy  
P.O., Ernakulam, Kerala

☎ **+919496340510**

✉ ***anubaby49@gmail.com***

• **DOB: 09/08/1994**

## PERSONAL SKILLS

- Time management
- Proactive and assertive
- Flexible & approachable
- Decision making
- Problem solving
- Handling pressure
- Plenty of drive, initiative and motivation
- An honest and trustworthy manner
- Attention to detail
- Good communication skills

## AREAS OF EXPERTISE

Accounting operations

## LANGUAGES KNOWN:

English  
Malayalam  
Hindi

## PROFESSIONAL

Microsoft Office  
Internet Operations

## PASSPORT DETAILS

Passport No : S2045818  
Place of Issue : Cochin, Kerala  
Validity : 13/05/2028

## EDUCATION

**Master Of Commerce, Mahatma Gandhi University**  
(April 2015 to April 2017)

**Bachelor Of Commerce, Mahatma Gandhi University**  
(April 2012 to March 2015)

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place :

ANU ELZA BABY T