

**ANILA P.S**

**Phone: 9562940811**

**Personal email: [anilaps2510@gmail.com](mailto:anilaps2510@gmail.com)**



### PROFESSIONAL PROFILE

- » First Class Post Graduate(MBA) with
  - More than 8 months of experience in **Accounting**.
  - Sound technical knowledge,
  - Extensive communication skills and
  - A penchant for work that requires analytical proficiency

### PROFICIENCY

- » Strong work experience in Banking Accounting,
- » Exposure to business and accounting systems of different industries.
- » Ability to manage and perform work assignments in an effective and timely manner.

### MY STRENGTHS

Analytical skills

- Interpersonal Skills
- Team player
- Time Management

### CAREER HIGHLIGHTS

#### **1. Santhigram Service Co-Operative Bank NO. K280**

Post held :clerk

#### **Responsibilities & Contributions:**

- ◆ Verification of journal Entries and making proper cash handling.
- ◆ Verification of day to day vouchers and receipts reports to manager on time.
- ◆ Verification of day book Entries.
- ◆ Conducting stock audit on periodic basis and summary reports to manager on time.
- ◆ Preparation of different types bonds and filling the customer details.
- ◆ Keeping the gold loan details.
- ◆ Making day to day scroll register.

- ◆ Assistance with cashier and manager.
- ◆ Keeping cash and cheques in safe custody and its proper management.
- ◆ Deals with banks on various matters.
- ◆ Stock Audits various entities.

2. Currently working **ANSON CHITS INDIA PVT.LTD**

**Post Held: LEGAL ADVISOR**

#### EDUCATION

Year	Particulars	University/ Board	% of Marks
2015	MBA	M G University	70.00
2013	BBA	M G University	50.00
2010	Plus Two	Kerala HSE	65.00
2008	SSLC	Kerala	81.00

#### **Other Expertise:**

- ◆ MS-Excel, MS-Word, MS-Office etc.
- ◆ E-mail and internet

#### PERSONAL INTERESTS

- » Cricket
- » Music
- » Travelling
- » Networking

#### PERSONAL DETAILS

Date of Birth : 6th May, 1992

Gender :Female

Languages Known : Malayalam, English,

Address : Paracheruvill Houe,  
ErattayarP O,  
Erattayar  
Idukki- 685514

Nationality : Indian

Marital Status : Single

#### **Declaration**

I do here by declare that the above mentioned details are true to my knowledge and belief.

Place :ERATTAYAR  
Date :

ANILA P S