

RESUME

CONTACT:

ANJITHA C A

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7994834991

14/699 B, KURUPPATHU PARAMBU,
NAZRETH, CHULLICKALCOCHIN-682002

PERSONAL DETAILS:

DATE OF BIRTH	: 28/03/1998
GENDER	: FEMALE
MARITAL STATUS	: SINGLE
NATIONALITY	: INDIAN
LANGUAGES KNOWN	: ENGLISH, MALAYALAM
FATHER NAME	: AJITH KUMAR C C
MOTHER NAME	: ANITHA AJITH

EDUCATION:

SSLC	: KERALA BOARD OF PUBLIC EXAMINATION T D HIGH SCHOOL, MATTANCHERRY.
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HSE

: KERALA BOARD OF HIGHER SECONDARY
EDUCATION
SDPY HIGHER SECONDARY SCHOOL,
PALLURUTHY.

BACHELOR'S DEGREE

: MAHATMA GANDHI UNIVERSITY
SRBS GUJARATI COLLEGE, MATTANCHERRY
B.Com (finance & taxation)

DIPLOMA

: PROFESSIONAL DIPLOMA IN COMPUTERIZED
FINANCIAL ACCOUNTING (PDCFA)

TECHNICAL SKILLS:

- TALLY
- MS OFFICE WORD
- MS OFFICE EXCEL
- BUILSMART (SOFTWARE)
- INVOICE RECONCILIATION
- CASH BOOK MAINTAINING
- NET BANKING

WORKS EXPERIENCE:

- AS TELECALLER AND OFFICE STAFF AT HEALTH INDIA FOR ONE YEAR
- AS ACCOUNTANT AT SILPA PROJECTS AND INFRASTRUCTURE FOR 8 MONTHS
- AS ACCOUNTANT AND OFFICE STAFF AT BUILTEC FOUNDATIONS FROM SEPTEMBER 2021 TO TILL
DATE

OBJECTIVE:

I SEEK CHALLENGING OPPORTUNITIES WHERE I CAN FULLY USE MY SKILLS FOR THE SUCCESS OF THE ORGANIZATION .

DECLARATION:

I HEREBY DECLARE THAT FORESAID INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE :

ANJITHA C A

DATE :