CURRICULAM VITAE

**AKHILA ANILKUMAR**

**H No.18/1566**

Pyari Junction

Thoppumpadi - 682005

Mob No.9447873677

Email: akhilaanilkumar.23@gmail.com

**CAREER OBJECTIVE**

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a sufficient impact. The optimal position will provide professional growth and opportunities to

Contribute.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Sl. No** | **Qualification** | **Board/University** | **Year** |
| 1 | M.com (Finance) | M.G.University | May 2013 |
| 2 | B.com (Computer application) | M.G.University | Mar 2011 |
| 3 | Plus Two (Commerce) | Board of Higher Secondary Examination, Kerala | Mar 2008 |
| 4 | S.S.L.C. | Board of Public Examinations, Kerala | Mar 2006 |

**Computer Literacy**

* Diploma in Computerized Financial Accounting (Tally 7.2)
* Microsoft Office
* Typewriting English and Word Processing ( Lower )

**WORK EXPERIENCE**

* Worked as an Audit assistant for 1 year and 6months in CMFRI (Central Marine Fisheries Research institute), cochin on contract basis.
* Worked as an Account assistant in Synchronace devices (P) Ltd ( India Medtronic Pacemaker Distribution ) Ernakulam ( September 2015 –April 2020 ).

1. Stock Keeping and maintaining stock statement.
2. Sales and Purchase invoice entry in Tally
3. Billing.
4. Claim works
5. Purchase order and Quotation preparation.
6. Payment follow up.
7. Taking E way bill from the Site

* Worked as an Account Assistant in Evershine Cartons, Aroor ( 24th March to 30th June 2021 ).

1. Sales and Purchase invoice entry in Tally
2. Bank & Cash entries in tally
3. Billing.
4. Salary & OT calculation
5. Maintaining Cash book
6. Payment follow up.
7. Taking E way bill from the Site
8. Handling cash
9. ESI calculation
10. Bank reconciliation

**PERSONAL DETAILS**

Age & Date of Birth : 30, 23/03/1991

Father’s Name : Anilkumar.P.M

Religion/Caste : Hindu/Ezhava

Sex : Female

Nationality : Indian

Marital Status : Married

Languages known : Malayalam, English, Hindi

**DECLARATION**

I do hereby declare that all facts stated above are true and correct in the best of my knowledge and belief.

Place : Cherthala

Date. : AKHILA ANILKUMAR