



**ANUSHA.P**

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## **OBJECTIVE**

To secure a challenging position in a reputed organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

## **PROFESSIONAL EXPERIENCE**

**Total Work Experience : 4 Years 6 Month**

**Gulf Experience (Bahrain) : 1 Year 6 Month**

**Indian Experience : 3 Year**

### **Recruiting Cum Client Relationship Officer (Sept 2021 – Presently working)**

*Continental Mercantile Corporation-Ernakulam, Kerala*

- Sourcing profile from various mediums like job portal, internal references, own databank, Employee Reference etc.
- Tracking vacancies across region – Daily follow up & updation
- Maintain databank
- Coordinating with branches
- Responsibilities include Client Interaction, gathering the Client Requirements & Documentation

### **Office Administrator cum Office Secretary (June 2019- Dec 2020)**

*Indocorp Business Consultancy-Bahrain*

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Schedule appointments and update event calendars
- Preparing Invoices
- Preparing and editing letters, reports and emails
- Handling day to day Petty Cash
- Follow-up the outstanding payment status
- Pay Roll

- Checking Vehicle Traffic Fines, CR Renewal (Sijilat), Employees visa Renewal [(LMRA), GOSI, EWA, Insurance etc
- Maintaining office files-Client files, Employees files, and other files relating to company.

### **Senior Executive (October 2016 -Dec2018)**

*In-Business Management Consultants India Pvt ltd, (Scarborough Immigration) Ernakulum, Kerala*

- Prepared invoices using Practice Panther Software
- Follow up with customers seeking payment status on outstanding invoices.
- Update payments in the Software
- Maintain Confidentiality
- Preparation of GST Return (GSTR-1 and GSTR-3B)
- Coordination with customers regarding sales and purchase details for updating GSTR
- Answering to phone calls and taking messages
- Providing clerical activities such as Mailing, Scanning, and Copying.
- Scheduling appointments and meetings.

### **Accounts and Audit Assistant (Apr 2016 to Oct 2016)**

*P.K Raju & Co. (Chartered Accountants), Thiruvalla, Kerala*

- Posting & Totaling
- Preparing Trial Balance, Trading, Profit & Loss accounts
- Preparation of Provisional and projected Balance Sheet
- Concurrent audit of Bank

### **EDUCATION**

- MBA  
*St. Berchman's institute of management(SB College)- M.G University (2013-2015)*
- B.COM (Computer Application)  
*St. Mary's college for women-M.G University (2010-2013)*

### **EXPERTISE**

- Ms Office
- Ms Outlook
- Tally ERP 9
- Q-Pro

### **ACHIEVEMENTS**

- Certificate in Tally ERP.9
- Participation certificate in Dhathri CSR activity

- Achieved a participation certificate in Management Fest

### **SKILLS**

- Accuracy and Attention to details
- Adaptability
- Time Management
- Flexibility

### **HOBBIES**

- Drawing
- Listening to Music
- Internet surfing

### **LANGUAGES**

- English
- Malayalam
- Tamil

### **PERSONNEL PROFILE**

DOB : 07 Aug 1992

Marital Status : Married

Permanent Address : Geetha Bhavan, Vallamkulam P.O, Thiruvalla- 689 541

### **DECLARATION**

I hereby declare that all the above given information is true and correct to best of my knowledge and believe.

Date:  
Place:

**ANUSHA.P**