

ANITHA PHILLIS P.M

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OBJECTIVE:

With my knowledge and skills, I want to contribute towards the success of the organization and a challenging position where in I can effectively contribute my skills as professional and enable me to learn practices adopted in the industries.

EXECUTIVE SUMMARY:

- Education: BCom – Taxation from M.G University aggregate of 59%.
- Hardworking & Punctual | Excellent Learner | Adaptable and Flexible

WORK EXPERIENCE:

- Worked as Documentation Section in Shipping Company in Island for 1 year and 4 Months(2011 March to 2012 July)
- Worked as Data Entry Operator in Ravipuram for 6 Months(2012 August to 2013 January)
- Worked as Data Entry Operator in Village Office for 6 Months(Temporary work)(2016 October to 2017 March)
- Worked as Typist cum clerk in Advocate Office Kacheripady for 1 year (2017 April to 2018 May)
- Worked as Data Entry Operator cum Junior Accountant in Kaloor for 1 Year(Nisha Uniforms)(2018 May to 2019 June)

EDUCATIONAL QUALIFICATION:

- Completed B.Com-Taxation from M.G University with 59% aggregate in 2011.

ACADEMIC QUALIFICATIONS:

- Scored 75% in 10th Board of Secondary School Leaving Examination in March 2006.
- Scored 66.66% in 12th Board of Higher Secondary Examination in March 2008.

TECHNICAL SKILLS:

- K.G.T.E.Typewriting English and Computer Word Processing Lower Second Class in June 2016
- K.G.T.E.Typewriting English and Computer Word Processing Higher Second Class in February 2017
- K.G.T.E.Typewriting Malayalam and Computer Word Processing Lower Second Class in July 2018

TRAINING DETAILS:

- Undergone NULM 3 months Training in the Central government course of Associate-transactional F&A

PERSONAL STRENGTH:

- Easily adaptable and flexible.
- Hardworking.
- Positive outlook.

HOBBIES:

- Reading
- Listening

PERSONAL PROFILE:

Date of Birth : 1St November 1989
Gender : Female
Marital Status : Married
Father's Name : P.J Mathew

Address : Pulinthara House
H.No. 14/434,
Chullickal
Cochin – 682 005
Thoppumpady P.O
Ernakulam Dist

Nationality : Indian

Religion & Caste : Christian, Latin Catholic

Languages known : English, & Malayalam

DECLARATION:

I hereby declare that all the above information provided by me is correct to the best of my knowledge and belief.

Anitha Phillis P.M.

Place:

Date: