



ANITTA ANTU

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anittaantu0@gmail.com

OBJECTIVE

Recent graduate with a Master of Administration (MBA) seeking an opportunity within an established management organization to utilize my organizational and quantitative abilities. The organization seems to have a culture of empowering employees to have ownership over their problems and that culture fits my work style perfectly.

WORK EXPERIENCE

❖ **TUTOR** (Jan 2022- present)

Avodha Edutech Pvt Ltd, Kochi

- Handles live doubt clearance sessions
- Gives job oriented training to students
- Conducting mock interviews
- Evaluation of assignments and exams

❖ **JUNIOR ACCOUNTANT** (DEC 2019 – JUNE 2021)

Corporates Pest Control Pvt Ltd, Kochi

- Maintaining and supervision of all financial matters and preparation of financial reports.
- Gives approval of daily payments in/out vouchers, petty cash vouchers and journal vouchers.
- Prepare Quotation for clients.
- Prepare bills to client according to the agreement and follow up the payment from client.
- Direct reporting to managing director.

EDUCATION

• **M COM (FINANCE) (2019-2021)**

M.Com (Finance) at Mahatma Gandhi University School of Distance Education, Kottayam

• **MBA (FINANCE/HR) (2016-2018)**

MBA (Finance and HR) from Naipunnya Business School, Pongam
(Calicut University)

• **B COM (COMPUTER APPLICATION) (2013-2016)**

B.Com (Computer applications) from MES College, Kunnukara
(Mahatma Gandhi University)

• **AISSCE (2011- 2013)**

AISSCE from Vidyadhiraja Vidyabhavan Central School, Angamaly

SKILL HIGHLIGHTS

- Ability to maintain healthy relationship with people
- Good verbal communication
- A strong inclination to learn new things
- Quick learning abilities
- Self motivated
- Flexible and adjusts to change with ease
- Open to meet challenges
- Efficiency of managing multiple tasks

TECHNICAL SKILLS

- Tally ERP
- MS Office

PROJECTS UNDERTAKEN

- Successfully done project work entitled "A study on Non Performing Assets management with reference to Federal Bank ltd, Aluva"
- Successfully completed organization study with reference to Peoples Dairy Development Project (PDDP), Angamaly.
- Successfully done project work titled "A study on customer satisfaction of Federal bank ltd" at UG.
- Three Month Online course on Stock Market.

PERSONAL DETAILS

Address : Palatty koonathan (H) , Thuravoor P.O, Vathakkad,
Angamaly, Ernakulam Pin-683572

DOB : 18th June 1996

Nationality : Indian

Gender : Female

Marital Status : Single

Languages : English, Malayalam Tamil, Hindi

DECLARATION

I hereby declare that all the above mentioned information are true and correct to my best of knowledge and can be supported with relevant documents.

PLACE :

DATE :

ANITTA ANTU