

CURRICULUM VITAE



ANJU VISWANATHAN

THUTHIYIL HOUSE

(PALLITHAZHATHU)

MEKKADAMPU P.O

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Career Progression

To obtain a challenging in your esteemed organization where I can use my talents, technical knowledge and educational backgrounds effectively for the benefit of the institution and advancement of my professional career.

Work Experience

- Working as a cashier cum accounts executive in EVMAUTOMOBILES
- 4 Year experience ,till continue
- Verifying receipts, journals, cash payments, bank entries
- Cash book preparation and maintaining
- Cash handling
- E-payment
- Purchase bills entered in tally

HIGHLIGHTS

- Complete works as per schedule efficiently and maximum without error
- Remember the error try to not reuse that it again
- Follows office workflow procedures to ensure maximum efficiency
- Corporate and follow office principles
- Ensure the quality of work
- Always double check the reports before submit
- Talkative
- Multitasking ability

EDUCATION

- DEGREE – MAHATMA GANDHI UNIVERSITY – B.COM,CO-OPERATION-2016
UNIVERSAL ARTS COLLEGE MULANTHURUTHY
- +2 - BOARD OF HIGHER SECONDARY EXAMINATION KERALA -2012
UNIVERSAL ARTS COLLEGE MULANTHURUTHY
- 10th - BOARD OF KERALA UNIVERSITY -2010
ST: MARY'S HIGH SCHOOL KANDANAD

PERSONAL INFORMATION

BIRTH DATE : 06/11/1994
AGE : 25
LANGUAGE : MALAYALAM , ENGLISH
MARITAL STATUS : MARRIED

OFFICE SKILL

- Tally ERP 9
- Good interpersonal skills and ability to work in a team.
- A flexible and open attitude towards new ways of working
- Able to work well under pressure and meet deadlines efficiently.
- Ability to take initiative in response to direction and instruction.
- Correspondence (with customers/clients, various authorities)
- Computer Operation.
- Efficient in handling day to day operations of the Office.

REFERANCE

MR.SHAJAN K JAYAPRAKASH
GENERAL MANAGER
EVM AUTOMOBILES
VYTTILA COCHIN
PIN-682019
PH-9895366676

MR.KRISHNAKUMAR D SHENOY
HR MANAGER
EVM AUTOMOBILES
VYTTILA COCHIN
PIN- 682019
PH-8129088775

DECLARATION

I HEREBY CERTIFY THAT ALL INFORMATIONS PROVIDED BY ME ON HIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE WITHELD NOTHING WHICH, IF DISCLOSED,WOULD AFTER THE INTEGRITY OF HIS APPLICATION.

DATE :
PLACE:

ANJU VISWANATHAN