

**ANJANADEVI K N**

Mobile: 9544843904

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### CAREER OBJECTIVE

To Seeking a challenging career in an organization, where I can optimally utilize my technical expertise and contribute to the maximum in the growth of the organization while enhancing my own skills.

### ROLES AND RESPONSIBILITIES

- Receiving and processing all invoices, expense and requests for payment.
- Preparing cheques for payments.
- Managing petty cash transactions.
- Processing payments such as wages/salary of the employees.
- Preparation of day book
- Monitoring daily communications and answering queries.
- Keeping ledgers
- Receiving, processing and filing paper works.
- Managing purchase orders.

### SOFT SKILLS

- Tally
- MS office
- Time management
- Problem solving
- Good communication skills
- Teamwork
- Work ethic

### WORK EXPERIENCE

- Worked as an Accounts Assistant at Essentech Engineers & Contractors, Aluva from June 2017 to October 2020.

### ACADEMIC ACCOMPLISHMENTS

- PROJECT: "An Analysis of Working Capital Management with Reference to Gramox Paper & Boards Ltd, Puthuppady'.
- PROJECT: "Impact of Training and Development of Employees of Basil Rubber Factory Pvt Ltd".

## ACADEMIA

- **Master of Commerce (Finance)** under Mahatma Gandhi University in 2016.
- **Bachelor of Commerce (Computer)** under Mahatma Gandhi University in 2014.
- Higher Secondary (12<sup>th</sup>) from HSE board Kerala.
- Secondary (10<sup>th</sup>) from Kerala State board.

## PERSONAL DOSSIER

Commencement Availability	: 2 Days' notice
Nationality	: Indian
Languages Known	: English, Malayalam
Date of Birth	: 15/07/1994
Address	: Sthanathukunnel House, Ezhakkaranad P O Puthencruz

## DECLARATION

I hereby declared that all the above mentioned facts are true and correct to the best of my knowledge and belief.

Place: Ezhakkaranad

ANJANADEVI K N

Date: 02.08.2022