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**ANAKHA DOMINIC**

POONTHRASSERIL HOUSE

KATTOOR P O

KALAVOOR

ALAPPUZHA – 688522

MOB : 7736443449

Email : [anakhadominic@gmail.com](mailto:anakhadominic@gmail.com)

**PERSONAL PROFILE**

Father’s Name : Dominic Michael

Date of Birth : 20/04/1998

Age : 24

Place of Birth : Alappuzha

Gender : Female

Marital Status : Single

**WORK EXPERIENCE**

**7Months Account Assistant In GLOBAL ASSOCIATES.**

Experience of working with Tally ERP

Good Knowledge of all Microsoft Office Applications. Specifically Excel and Word.

* Maintaining receipt and payment Voucher.
* Maintaining Purchase and Sales Entries. Banking and Journal entry
* Payment follow ups, Preparing Quotations and Cash Management.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Board / University** | **Year of Passing** | **Percentage of mark** |
| **M.Com**  **( Finance )** | Neelima College Alappuzha | MG University | 2022 |  |
| **B.Com**  **( Computer**  **Application)** | S N College  Mankombu , Alappuzha | MG University | 2018 | 64% |
| **PLUS TWO** | GRFTHS & VHSS  Arthunkal | Board of Vocational Higher Secondary Examination ,  Kerala | 2015 | 75% |
| **SSLC** | Holy Family H S S Kattoor | Board of Public Examination,  Kerala | 2013 | 72% |

**ADDITIONAL QUALIFICATION**

* Diploma in Financial Accounting ( Tally ERP 9 ) - 6 Months
* Data Entry ( Microsoft Office ) - 6 Months

**LANGUAGES KNOWN**

* Malayalam : Read , Write & Speak
* English : Read , Write & Speak
* Hindi : Read & Write

**DECLARATION**

I hereby declare that above said information is true for the best of my knowledge.

Date :

Place : ANAKHA DOMINIC