



## ANJANA GOPINATH ACCOUNTANT

Permanent Address : Athira (H)  
Champakara P.O  
Karukachal  
Kottayam  
Kerala, India  
686540

Residential Address: Narayan Nivas  
T.D Road  
Ernakulam  
682035

+919207025928

[anjanagopinath671@gmail.com](mailto:anjanagopinath671@gmail.com)

[https://www.linkedin.com/in/  
anjana-gopinath-03b935243](https://www.linkedin.com/in/anjana-gopinath-03b935243)

Sex : Female  
Date of Birth : 27·apr1999  
Marital Status : Single  
Nationality : Indian

### COMPUTER SKILLS

- ✦ Microsoft Excel
- ✦ Microsoft Word
- ✦ Microsoft Powerpoint
- ✦ Quicksbooks
- ✦ Tally prime
- ✦ Basic Computer Knowledge
- ✦ Good Typing speed



International  
association of  
accounting  
professionals



### CARRER OBJECTIVE

A result oriented Finance & Administrative Professional position where I can apply my knowledge and skills for professional growth.

### EXPERIENCE

#### ■ Accounting Trainee at ENBRIDG

Ernakulam Kerala, India

( April 2021to September 2021.)

#### ■ Junior Accountant at ENBRIDG

Ernakulam Kerala, India

(September 2021 to October 2022)

### PROFESSIONAL SKILLS

- Managed Accounts Payable, Receivable and Payroll functions.
- Handling day to day petty cash & Bank transactions.
- Reconciles bank statements and department records.
- Preparing outstanding list of Debtor & making payment followup.
- Responsible for monthly account closing.
- Provides reports as required by the management.
- Maintain Balancesheet and Profit&Loss Account..

### EDUCATIONAL QUALIFICATION

- International Certifications In Corporate Accounting (ICCA) - IAAP, UK-2021
- Bcom (Finance & Taxation) - MG University, Kottayam-2020
- Higher Secondary Education (Commerce)  
Kerala State Board - 2017
- SSLC - Kerala State Board -2015

## INTERPERSONAL SKILLS

- ✚ Self-motivated and adaptable to any situation.
- ✚ Co-operative and good team player.
- ✚ Good listener and hardworking.

## LANUGAGES

- ✚ English
- ✚ Malayalam
- ✚ Hindi
- ✚ Tamil

## HOBBIES AND INTERESTS

- ✚ Reading
- ✚ Online Games
- ✚ Travelling
- ✚ Listening music

## DECLARATION

I hereby solemnly declare that all the statements made are true and to the best of my knowledge and the event, I'm selected for any suitable post, then I will do Sincere duties entire satisfaction of my superiors

ANJANA GOPINATH