



PROFILE

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business need. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge.

CONTACT

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KOLLAKADAVU
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COURSES

- . BUSINESS ANALYSIS BASICS
- . BUSINESS ANALYTICS WITH EXCEL
- . CERTIFICATION OF CAPABILITY IN BUSINESS ANALYSIS
- . MS EXCEL
- . TALLY & GST
- . HR SPECIALIST

ANCY ANUJAN KUNJU

EDUCATION

BISHOP HODGES HIGHER SECONDARY SCHOOL
2014-2015
Kerala Board of Public Examination

BISHOP HODGES HIGHER SECONDARY SCHOOL
2015-2017
Commerce with Computer Application

St Paul's College
2017 - 2020
B.com Computer Application

Chandigarh University, Punjab
2020 – 2022
Master of Business Administration -HRM

WORK EXPERIENCE

AVODHA EDUTECH - TEAM MANAGER
29 DECEMBER 2020 – 2 JANUARY 2022

Responsibilities:

1. Develop a team with an open communication culture
2. Provide proper training and guidance to the team members
3. Delegate tasks and set deadlines
4. Oversee day- to- day operation
5. Monitor team performance and report on metrics
6. Discover training needs and provide coaching
7. Listen to team members feedback and resolve any issues or conflicts
8. Recognize high performance and reward accomplishments
9. Create reports to update the company on the team's progress
10. Submit daily reports to the company