



ANJANA GOPINATH ACCOUNTANT

Permanent Address : Athira (H)
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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 accounts verifying.
- Provides reports as required by the management.

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