

# ANJANA GOPINATH ACCOUNTANT

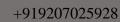
Permanent Address: Athira (H)

Champakara P.O

Karukachal Kottayam Kerala,India 686540

Residential Address: Narayan Nivas

T.D Road Ernakulam 682035



anjanagopinath671@gmail.com

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







## **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 verifing.
- 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.
- <sup>⊕</sup> 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