



ANJANA JAYAN

CAREER OBJECTIVE

To work in a healthy, innovative, and challenging environment extracting the best out of me, which is conducive to learning and growth at a professional as well as personal level thereby directing my future endeavors as an asset to the organization.

PROFESSIONAL EXPERIENCE

Royal Fresh Supermarket, India

December 2019 – September 2022

Area of assignment: Accounts and Finance

Main Duties Performed

- Manage day-to-day accounting works which include purchase and sales data and bank transactions.
- Management of petty cash
- Purchasing of products as per the sales
- Proper entry of purchase invoices and cost comparison
- Managing all the personnel's payroll
- Expert in purchase cross-checking and store checking
- Maintaining basic administrative systems which include general filing of documents, electronic filing, personnel records, etc.
- Sales billing and providing excellent customer service to all customers.

SKILLS AND ABILITIES

- Ability to perform as a team as well as single.
- Innovative and creative thinking
- Ability to work under pressure.
- Good Presentation skills
- Good communication skills
- Ability to manage front office.
- Efficiency and diplomacy in problem intervention and solution.
- Excellent knowledge of using computers such as **MS Office, Tally, Oddo, and social media**

CONTACT

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E-mail:

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Date of Birth: 16-11-1998

Marital Status: Married

Nationality: Indian

Languages Known: English,
Malayalam, Tamil

📍 **IDUKKI, KERALA**

Present Address,

B428 1ST Floor
Cherakkayath (H) RANS 24
Potttekattimala Lane
Thengad P.O, Kakkanad
Ernakulam, 682030

EDUCATION

Hospital Administration

International School of Skill
Development
April 2023

Bachelor of Commerce

Mahatma Gandhi University
2016 - 2019

Higher Secondary Education

Kerala State Syllabus
2014 - 2016

S.S.L.C.

Kerala State Syllabus
2013 - 2014

Date:

Place: Kakkanad

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