

CURRICULAM VITAE

AKHILA ANILKUMAR
H No.18/1566
Pyarijunction,Thoppumpdai
Kochi-682005

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CAREER OBJECTIVE

To work in a Company where I can further my skills and increase the Company's success.

ACADEMIC QUALIFICATIONS

Sl. No	Qualification	Board/University	Year
1	M.com (Finance)	M.G.University	May 2013
2	B.com (Computer application)	M.G.University	Mar 2011
3	Plus Two (Commerce)	Board of Higher Secondary Examination, Kerala	Mar 2008
4	S.S.L.C.	Board of Public Examinations, Kerala	Mar 2006

COMPUTER LITERACY

- Diploma in Computerized Financial Accounting (Tally 7.2)
- Microsoft Office
- Typewriting English and Word Processing (Lower)

PERSONAL SKILLS

Hard working & helpful. Easily adaptable to any environment.

WORK EXPERIENCE

- 1 year experience at Central Marine Fisheries & Research institute), Cochin as an Audit assistant on contract basis.
- 5 years experience as an Account assistant in Synchronace devices (P) Ltd (India Medtronic Pacemaker Distribution), Vyttila.
 - Stock Keeping and maintaining stock statement.
 - Preparing Sales and Purchase invoice in Tally
 - Preparing company claims like GRR, SDR, IDR.
 - Preparing Purchase order and Quotation.
 - Payments follow up.
 - Receipt & payment entries.
 - Document control and book keeping.
 - Verifying company executives' monthly expense.
 - Preparing E way bill

- 3 Months experience as an Account Assistant in Evershine Cartons, Aror.
 - Sales and Purchase invoice entry in Tally
 - Receipt & payment entries.
 - Keeping voucher for every payment and receipt.
 - Maintaining Ledger
 - Billing.
 - Salary & OT calculation
 - Maintaining Cash book
 - Payment follow up.
 - Preparing E way bill
 - Handling cash
 - Preparing Quotation.
 - ESI calculation
 - Bank reconciliation

PERSONAL DETAILS

Age & Date of Birth : 32, 23/03/1991
Father's Name : Anilkumar.P.M
Husband'sName. : Sumeet Sugunan
Religion/Caste : Hindu/Ezhava
Sex : Female
Nationality : Indian
Marital Status : Married
Languages known : Malayalam, English, Hindi

DECLARATION

I do hereby declare that all facts stated above are true and correct in the best of my knowledge and belief.

Place : Kochi

Date :

AKHILA ANILKUMAR