



RESUME

ANSEENAMOL E.A

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Mob : 7736430280

: 9497527586

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

PERSONAL DETAILS

Name of Husband : Prinshad. P Y
Permanent Address : Paruthumudi (House)
N E Ward, Vaikom (P.O)
Vaikom (Taluk)
Kottayam (Dist)
Kerala
Pin-686 141
Age & DOB : 30Yrs, 08.09.1992
Sex : Female
Marital Status : Married
Religion & Caste : Muslim
Nationality : Indian

ACADEMIC QUALIFICATION

MARCH-2013 : B.Com with Co-Operation M.G. University, Kottayam
MARCH-2010 : Higher Secondary Examination (Commerce)
MARCH-2008 : S.S.L.C

EXPERIENCE

RSBY - Vaikom

5 Months experience as Data Entry in RSBY Vaikom

UDAYANAPURAM GP

3 Months working experience as Data Entry in Kudumbasree at Udayanapuram Grama Panchayath

DEVA ASSOCIATES

1 year experience as a Accounts Trainee in Deva Associates Tax Consultancy, Thalayolaparambu, Kottayam

Responsibilities

- ✓ Involvement in the preparation of statements like Bank Reconciliation ,Inter Branch Reconciliation Profit & Loss Account and Balance Sheet
- ✓ Prepare and file GST return
- ✓ Follow up and collection of outstanding bills.
- ✓ Checking of sales bills against revenue.
- ✓ Handling Bank related transactions
- ✓ Assist the head cashier in cash transaction.
- ✓ Handling , Keeping and updating of records
- ✓ Follow up of receivables

Computer Knowledge

Tally ERP 9

LANGUAGES KNOWN

English, Malayalam

DECLARATION

I hereby declare that the above information is true to the best of my belief and knowledge if selected I shall give my best to the organization.

Place : VAIKOM

Date :

Yours Faithfully,

ANSEENAMOL E.A