

**Anchal V. S**

**Veliyil House,**

**Eramalloor P. O, Cherthala, Alappuzha**

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## **CAREER OBJECTIVE**

To work in an environment, offering career development opportunities, where I can utilize and apply my knowledge.

To take up challenging assignments where I can contribute to organizational growth.

## **EXPERIENCE**

<b>Year</b>	<b>Designation</b>	<b>Institute Name</b>
June 2018 - June 2019	Assistant HR trainee	Wilton weavers pvt ltd, Cherthala
August 2019 –December 2019	Asst. HR	IERT Education Institution, Valanjambalam
January 2020	Guest Faculty Department of commerce	Siena college of professional studies, Edakochi
October 2021 –February 2023	Academic Counsellor	G-TEC Computer Education, Eramalloor
February 2023 - Present	Hostess	Royal Drive Care, Nettoor

## **ACADEMIC QUALIFICATION**

<b>Year</b>	<b>Qualification</b>	<b>Institution</b>	<b>Board/University</b>	<b>Percentage</b>
2018	M.com (Finance)	Siena College Of Professional Studies, Edakochi	Mahatma Gandhi University	73%
2016	B.com (Finance and Taxation)	St. Joseph's College, Thoppumpady	Mahatma Gandhi University	73%
2013	Higher Secondary	T.D.H.S.S, Thuravoor	State Board of Kerala	83%

## **TECHNICAL QUALIFICATION**

- MS Office - Word, Excel, PowerPoint, Outlook, Access, OneNote.
- Email- Filters, folders, mail merge, rules.
- Spreadsheets- Excel, Google Sheets, OpenOffice, comparative analyses, pivot tables, macros, link to database, vertical lookups.

## **CERTIFICATION AND COURSES**

- Certification in **SAP FICO** (Certificate# BP003681)
- Certification in **Tally**
- Certificate course in **Office Automation** conducted by Centre for Development of Imaging Technology (C-DIT).

## **KEY SKILLS**

- Believe in time management.
- Hardworking.
- Positive attitude.
- Communication skill in English and Malayalam.
- Adaptive according to the situations.

## **PERSONAL DETAILS**

Date of Birth : 17.03.1995  
Gender : Female  
Marital status : Married  
Name of Father : Suthan V.M  
Name of Husband : Sameesh K Santhosh  
Nationality : Indian

## **REFERENCE**

- Wilton Weavers Pvt Ltd , Cherthala  
Tony Babu ( HR Manager)  
Ph : 0478 2964344
- G-Tec Computer Education , Eramalloor  
Kiran Thankachan (Center Manager)  
Mob : 9846772454

## **DECLARATION**

I hereby declare that the information given herewith is correct to the extent of my knowledge.

Place: Eramalloor

ANCHAL.V. S

Date:



