

ANJU ELIZABETH
Madaliparambil House
Azad Road, Vattaparambu Lane
Kaloor
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CAREER OBJECTIVE

To work for a growing organization having an innovative, in Accounting Department / Clerical Work that will best utilize my educational and analytical skills and allow me to become a member of a creative team.

EXPERIENCE

- ❖ Worked with **Excel Power Solutions** as an office staff in Accounting Section (1 year) (2010-2011)
- ❖ Worked with **NIIT PVT Ltd** as an Accountant and Tally Faculty 5 years (2011 – 2015)
- ❖ Worked with **Paul Mary Media Solutions PVT Ltd** as an Accountant cum admin 5 years (2017-2022)

TECHNICAL SKILLS

Accounting Package : Tally ERP9, Peachtree , DFA (Diploma in Finance and Accounts),
Diploma in Tally ERP9

Other Packages : Microsoft office (MS Word, MS Excel & PowerPoint
Open office Writer, Calc, Impress, Outlook, Internet

EDUCATION QUALIFICATIONS

<u>Year</u>	<u>Degree/ Examination</u>	<u>College/School</u>	<u>University</u>	<u>Marks in %</u>
2010	B.COM Co-operation	Lakshmi College N.Paravoor	M.G.University, Kottayam	61%
2009	DCFA (Tally ,Peachtree)	NCIT	NCIT N.Paravur	85%
2007	PLUS TWO (Commerce)	G.H.S.S Kongorppilly	Board of Secondary Education, Kerala	80%
2005	SS'LC	St. Philominas H.S.S Koonammavu	Board of Secondary Education, Kerala	70%

STRENGTH

- Exceptional versatility and adaptability.
- Disciplined, loyal, committed and problem solving abilities.
- Dedication and drive as a hard-working individual.
- Good Verbal Communication and team-building skills

PROFESSIONAL SKILLS

- Interpersonal and teamwork skills
- Fast learner and a very good team player with capabilities to lead one.
- Focused on delivering the commitments.
- Committed ,Determined , Organised and Passionate

PERSONAL PROFILE

Date of Birth	: 09-05-1990
Age	: 32 years
Nationality	: Indian
Sex	: Female
Marital Status	: Married
Husband's Name	: Antony M.T
Languages	: English, Hindi, and Malayalam

REFERENCES

- Mr.P.D Prasanthan , Administrator,Calicut diesels ,Ernakulam
Mobile:8893766606
- Mr. Jayagopala Menon, Director, NIIT , N.Paravoor, Ernakulam.
Mobile: 9388609819

DECLARATION

I hereby declare that the above – furnished details are true to the best of my knowledge

Date:

Place :

ANJU ELIZABETH