

BIODATA

MARY ANITHA P A
PULIPARAMBIL HOUSE
PERUMPILLY P.O
MULANTHURUTHY
PIN:682314
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Career Objective

-To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time.

-I want to be creative learning and contributing towards the success of company.

Work Experience

-Worked With Pulikkal Surgical Distributors as Store- in- charge

Responsibilities:

- Purchase invoice entering
- Maintain Stock
- Maintain documents related to transfer of goods

Duration: 1 year

-Worked With Carnation Auto India Pvt Ltd as Front Office Executive

Responsibilities:

- Job card opening
- Customer management

Duration: 2 years

-Worked With Anupama Agencies as an Accounts Assistant

Responsibilities:

- Purchase Bill entering
- Sales Bill entering
- Maintain Cash Book
- Bank Reconciliation
- Preparing purchase & Sales report for GST
- Maintain Stock

Duration: 1 year

Professional Skill

- Knowledge of Tally ERP9
- Knowledge of MS-Office, MS Excel

Academic Record

- Graduation (B.Com) passed under MG University
- Higher Secondary Exam, from Board of Higher Secondary Education, Kerala
- Matriculation passed, from Board of Public Examinations, Kerala

Personal Details

- Date of Birth : 17.03 .1992
- Husband's Name : Jerin George
- Languages Known : English, Malayalam
- Marital Status : Married

Declaration

I hereby declare that the above mentioned details are true and correct to the best of my knowledge.

07.10.2023

A handwritten signature in black ink, appearing to read 'Anitha', with a horizontal line drawn across the bottom of the letters.

MARY ANITHA P A