

RESUME

ANJANA V A

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➤ CAREER OBJECTIVE

Seeking a challenging opportunity with an organization where my knowledge and skills can be extensively applied to achieve the organization's success, which allow me to learn new environment and concepts for my future career growth.

➤ EDUCATION

Course	Institution	Board/ University	Percentage
B.com(Computer Application)	SNM College, Maliankara	Mahatma Gandhi University	69%
HSE	Govt. Girls H.S.S N.paravur	Board of Higher Secondary	78%
S.S.L.C	Samooham High School	State Board of Kerala	79%

➤ EXTRA QUALIFICATION

Course	Institution	Duration
Tally ERP 9, GST, Tally Prime	ILCC	6 Months
Microsoft Office	ILCC	6 Months

➤ SKILLS

- Knowledge in MS Excel, MS word, MS power point
- Good writing and communication skill
- Team Work

➤ STRENGTH

- Quick learning, with an ability to easily grasp
- Patient
- Hard working

➤ PERSONAL INFORMATION

Name	:	Anjana V A
Date of Birth	:	27/07/2001
Age	:	22
Gender	:	Female
Father's name	:	Anilgopi
Mothers tongue	:	Malayalam
Nationality	:	Indian
Marital status	:	Single
Language	:	English, Malayalam
Permanent address	:	Vadakkeputhan veedu, Guruvilasam Road, Thekkenaluvazhi, N.paravur, Ernakulam - 683513