



ANJU ROY

Email : anjuroy080@gmail.com
Mobile : +919495125114

Personal Data

Date of Birth : 01/10/1995
Age : 27
Sex : Female
Nationality : Indian
Marital Status : Married

Address for Communication:

Kaliyamthadathil House
Arakkunnam P.O.
Arakkunnam via
Ernakulam Dist
Kerala, India
Pin 682313

Languages Known:

Able to speak:

English - Fluent
Malayalam - Fluent
Hindi - Beginner

Able to read:

English, Malayalam

Able to write:

English & Malayalam

OBJECTIVE

I would like to move myself in progressive and professionally managed, in a competitive, challenging and rewarding environment, where I can enhance my skill and strengths.

STRENGTHS

Hardworking, Self-motivated and the able to work both as an individual and in a team.

EDUCATIONAL QUALIFICATION

- **Certificate course in Financial and Management Accounting**
Academy of Accounts, Ernakulam -6 Months
- **Post-Graduation in M.com Finance**
SS College Poothotta, Ernakulam 2017-2019
- **Graduation in B.com Computer application**
BPC College Piravom, Ernakulam 2014-2017

EXPERIENCE

- 2 Year Experience
- **Accountant at St Thomas Hospital, Mulanthuruthy, Kerala**
2021 May – 2022 November
 - Provide financial information to the Management
 - Preparing balance sheet and sale
 - Purchase and sale entering
 - Updating Financial Statement
 - Record keeping all transaction
 - Making reports at the month end based on Invoices
 - Responsible for receiving payment and issuing receipt
 - Software Using –Paramount Accounting and MS Excel
- **Junior Accountant at Academy of Accounts, Vyttila, Kerala**
2020 May – 2021 May
 - Training in practical accounting
 - Software using – Tally ERP
- **Accounts Trainee at CA Aby PB & Associate**
2023 July- September 2023
 - Purchase, Sale and Bank statement entering
 - Verifying Bills

KEY SKILL

- Knowledge in Basic GCC VAT, Input VAT & Output VAT
- Good Knowledge in MS Excel, and MS Word
- Ability to quickly learn new software
- Good Verbal and communication skill
- Data analysis understanding

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief

Date:
Place:

ANJU ROY