

CURRICULUM VITAE

ANJU JOSEPH KJ

Kithothara House
South Chellanam P.O
Kochi - 682008
Mob - 8139846880

CAREER OBJECTIVE

To build up a career in an environment of growth and excellence that utilizes and enhances my skill level for the sustained growth of the organization and my professional and personal portion.

PROFESSIONAL EXPERIENCE

Company Name	Post held	From	To
Aqua Drop	Admin&Accounts Assistant	10/06/2017	28/02/2018
Ray Constuction Limited	Accounts Assistant	10/03/2018	28/09/2019
Radhakrishna Textiles	Accountant	06/01/2020	31/10/2021

ROLES & RESPONSIBILITIES

- On hand experience in Tally and MS office
- Handling Day to day accounting operations of the branch.
- Experience in GST and other tax related functions (Return, Assessment, Reconciliation, Refund, Filing etc.)
- Cash handling
- Petty cash management
- Cash and Bank report preparations
- Account statement reconciliation
- Bank reconciliation
- Cash flow statement preparation
- Invoice preparation to the customers

- Verification of purchase invoices along with the supporting documents and processing to ERP (Tally)
- Vendor payment (NEFT, RTGS, Cheque)
- Employees salary slip preparation
- Branch expense controlling
- Follow-up with customers for the payment
- Expense voucher maintenance
- Coordinating accounts related functions with other branches

COMPUTER PROFICIENCY

- Tally
- Microsoft Office. (Including **MS word, MS Excel, MS PowerPoint**)
- Internet

EDUCATIONAL QUALIFICATION

Sl.no	Course	School/Institution	Board/University	Year of Passing	Percentage of mark
2	B.com- Co-operation	ST Joseph College, Thoppumpady	M G University	March 2017	65%
3	HSC	GHSS Puthenthod	Kerala State Board	March 2014	67%
4	SSLC	ST. Mary's H.S Chellanam.	Kerala State Board	March 2012	77%

KEY SKILLS

- Good communication skills
- Good observation skill
- Dedicated and self-motivated
- Quick learner and Hard working

PERSONAL INFORMATION

- Date of Birth : 20th May 1997
- Gender : Female
- Husband's name : Jeemon
- Mother tongue : Malayalam
- Nationality : Indian
- Marital Status : Married
- Permanent address : Kithothara House,
South Chellanam P.O,
Cochin-682008

DECLARATION

I hereby declare that all the above information's are true to the best of my knowledge and belief.

Place: Kochi

Date:

ANJU JOSEPH KJ