

# MARIA ANITTA

**Permanent Address:**

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## Career Objective:

Seeking a responsible job in a field where I can effectively utilize my educational and business skills, and to contribute in every possible manner to the growth of the Team and a Company that demands the highest level of performance from its employees.

## Career Experience:

Has experience in working as a Management Trainee at Geojit Financial Services Associate for 6 months.

Currently work as an Executive Assistant at P S Mission Hospital, Maradu, Ernakulam from 1<sup>st</sup> December 2022.

## Educational Qualification:

### MASTERS IN BUSINESS ADMINISTRATION (2019 – 2021)

BHAVANS ROYAL INSTITUTE OF MANAGEMENT, TRIPUNITHURA/ CUSAT,  
KALAMASSERY

### BACHELOR IN BUSINESS ADMINISTRATION (2016 – 2019)

BASELOIS POULOSE II CATHOLICOS COLLEGE, PIRAVOM/ M. G UNIVERSITY,  
KOTTAYAM

### PLUS TWO (2016)

ST. ANTONY'S HSS, ERNAKULAM

### SSLC (2014)

ST. JOSEPH'S CGHSS, TRIPUNITHURA

## INTERNSHIP

GEOJIT FINANCIAL SERVICES LIMITED, KOCHI  
IFMS Capital Market Operations

## Couse Projects

NATURE OF PROJECT	TOPIC
INDUSTRIAL PROJECT	A STUDY ON THE EFFECTIVESS OF DISTRIBUTION CHANNEL OF MPI LTD, KOTHATTUKULAM
ACADEMIC RESEARCH	A STUDY ON THE EFFECTS OF MACROECONOMIC DETERMINANTS ON THE PERFORMANCE OF INDIAN STOCK MARKET.
INTERNSHIP REPORT	A STUDY ON THE SYSTEMATIC INVESTMENT PLAN IN MUTUAL FUNDS

## CERTIFICATIONS

NISM - Series- 7 Securities Operations and Risk Management

NISM - Series - 8 Equity Derivatives

## Strength, Abilities and Activities:

### Strength and Abilities:

- Good in MS Office
- Stock Market Trading
- Accurately evaluating financial reports.
- Internal Auditing, MIS reports.
- Preparation of Income and Expenditure account.
- Reimbursement, Certificate, Payment Checking related to Claims, dealing of cash Payment, Credit bills and Pending Payment Checking.
- Journalizing manual day to day transaction into computerized accounting System.
- Vouching of Cash book, Bank book and Journals.
- Ability to adjust to the situation and extreme dedication.
- Able to mingle in Team Environment.
- Willingness to learn and improve.

## Declaration:

I hereby confirm that the above information is correct to the best of my knowledge.

MARIAANITTA