



14/699 B ,KURUPPATHU PARAMBU ,NAZRETH,CHULLICKALCOCHIN-682002

7994834991 | anjithacajith28@gmail.com

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## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

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## EDUCATION

2014

**Kerala Board Of Public Examination, T D High School, Mattancherry**

SSLC

2016

**Kerala Board Of Higher Secondary Education, SDPY Higher Secondary School, Palluruthy**

HSE, Commerce

2019

**Mahatma Gandhi University, SRBS Gujarati College, Mattancherry**

B.com(Finance &Taxation )

2020

**G. Tech**

Diploma, Professional diploma in computerized financial accounting

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## EXPERIENCE

Sep 2021 - Sep 2023

**Builtec foundations**

Accounts & office assistant

02/10/2023 - To till date

**Forever Builders**

Accountant

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## SKILLS

MS EXCEL

MS WORD

Tally(PDCFA)

Builsmart(software)

Salary preparation and calculation

Net banking

E Way Billing

Billing

GST checking

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**REFERENCE**

**AJITHA GOPALAKRISHNAN - Builtec Foundations, Vytilla Janatha Junction Ernakulam**

SENIOR ACCOUNTANT

9400175958

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**PERSONAL DETAILS**

Date of Birth : 28/03/1998

Marital Status : SINGLE

Nationality : INDIAN

Father name : AJITH KUMAR C C

Mother name : ANITHA AJITH

Pan number : DNBPA9630P

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**LANGUAGES**

English, Malayalam

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**DECLARATION**

I hereby declare that foresaid information is true and correct to the best of my knowledge and belief.