



Anjitha C A

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

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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.

Education

- Kerala Board Of Public Examination, T D High School, Mattancherry** 2014
SSLC
- Kerala Board Of Higher Secondary Education, SDPY Higher Secondary School, Palluruthy** 2016
HSE, Commerce
- Mahatma Gandhi University, SRBS Gujarati College, Mattancherry** 2019
B.com(Finance &Taxation)
- G. Tech** 2020
Diploma, Professional diploma in computerized financial accounting

Experience

- Builtec foundations** Sep 2020 - Sep 2023
Accounts & office assistant
- Forever Builders** 02/10/2023 - To till date
Accountant

Skills

- MS EXCEL
- MS WORD
- Tally(PDCFA)
- Builsmart(software)
- Salary preparation and calculation
- Net banking
- E Way Billing
- Billing
- GST checking
- Invoice reconciliation
- Costing

Reference

- **AJITHA GOPALAKRISHNAN - BUILTEC FOUNDATIONS, VYTHILLA JANATHA JUNCTION ERNAKULAM**
SENIOR ACCOUNTANT
9400175958

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

Languages

- English, Malayalam

Declaration

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