

AMITHA ANIL



CONTACT

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📍 Prakash Vilas, Nanniyode, Pacha
P.O. Tvm, Pincode: 695562

PERSONAL DETAILS

Date of Birth : 25/05/1996
Marital Status : Married
Nationality : Indian
Gender : Female

SKILLS

Focus and Self-Control.
Perspective-taking.
Making Connections.
Communication.
Organizational Skills.

LANGUAGES

English
Malayalam
Tamil

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2021 -
2022

Accounts Assistant

Hotel central Plaza

Assisted in maintaining financial records, ledgers and accounts.

Prepared and verified financial documents, including invoices, bills and receipts.

Conducted regular audits to ensure accuracy and compliance with established procedures.

Assisted in the preparation of financial reports and statements.

Managed day to day financial transactions and reconciliations.

June 2018
-
September
2018

Staff Accountant

Ssbk Associates

GST registration.

Assisted in Audits.

Prepared Tax Payments.

EDUCATION

2018-2020

M.Com, Finance

Kerala University

2015-2018

B-Com, Co-operation

Kerala University

2014

12th

Rajagiri Higher Secondary School Kalamassery
Ernakulam

2012

10th

Nirmala Bhavan Higher Secondary School Kowdiar,
Trivandrum