

# **CURRICULUM VITAE**

ANUJA K ANIYAN

KAVANALKIZHAKKETHL

NEDUMON PO

EZHAMKULAM

PATHANAMTHITTA-691556

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## **CAREER OBJECTIVE**

Seeking for a challenging position as an Accountant to associate with an organization that provide me an opportunity to demonstrate my skills and improve my knowledge with latest trends and be a part of team that works dynamically towards the objective of the organization.

## **EDUCATION SUMMARY**

- ❖ Currently doing post-graduation in **M.Com(Finance)** from **M.G University**
- ❖ Graduate in **B.com with Computer Application** from **Kerala University**, in 2018
- ❖ **Plus two** commerce from Higher Secondary Education, Kerala on 2015
- ❖ **SSLC** from Central Board Of Secondary Examination Kerala On 2013

## **COMPUTER KNOWLEDGE**

- ❖ **MS OFFICE**
- ❖ **TALLY ERP 9**

## **WORK EXPERIENCE**

Presently working with **Tax consultant Office, Parakode** as Jr. Accountant

## **JOB PROFILE**

- ❖ GST, Bank statements & Vouchers
- ❖ Maintain and manage general ledger accounting functions.
- ❖ Bank related works
- ❖ E-filing and Taxation

## **COMPETENCIES AND KEYSKILLS**

- ❖ Hardworking and outgoing individual with appealing personality.
- ❖ Good at strategic planning to meet goals and objectives.
- ❖ Confidence, friendly and sincere.
- ❖ Good communication skills

## **PERSONAL INFORMATION**

Name : Anuja K Aniyam  
Date of Birth : **14.09.1997**  
Father's Name : AniyamKunju  
Sex : Female  
Nationality : Indian  
Religion : Christian  
Marital Status : Single

## **LANGUAGES KNOWN**

- ❖ Malayalam
- ❖ English
- ❖ Hindi

## **SELFINTEREST**

- ❖ Music
- ❖ Reading
- ❖ Travelling

## **DECLARATION**

I hereby declare that all the information furnished above is true, complete and correct to the best of my knowledge and belief.

**Date:**

**Place: NEDUMON**

**ANUJA K ANIYAN**