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Anu Bhavan kollakonam Amachal P O  
Kattakada Trivandrum 695572, Kerala,  
India

+919809739358

ancyajith1122@gmail.com

### Skills

Ability to work under pressure

Leadership and ability to handle  
multitask

Implement overtime and improve  
productivity

Team building

Problem solving and decision making

### Reference

Sabu joseph - Capital polymers

Managing Director

capitalpolymersm@gmail.com

+919447060007

### Languages

English

Malayalam

Tamil

### Personal Details

Date of Birth : 05.02.1998

Marital Status : Single

Nationality : Indian

Passport : Passport no  
U8641138

Gender : Female

Place : Trivandrum

### Objective

I seek challenging opportunities where I can fully use my skills for  
the success of the organization.

### Education

- KERALA UNIVERSITY 2023  
POST GRADUATED IN M.COM FINANCE
- KERALA UNIVERSITY 2019  
GRADUATED IN B COM COMPUTER APPLICATION

### Experience


- CAPITAL POLYMERS 01/03/2021 -  
ACCOUNTANT  
Working as ACCOUNTANT in CAPITAL POLYMERS plastic  
water tank manufacturing company above three years and also  
performing different roles such as sales coordinator, billing,  
customer handling.
- CAPITAL POLYMERS -  
ADMINISTRATION  
Handling records and documentation, preparing data of  
employees, attendance register.

### WORK EXPERIENCE

- Maintaining of books of accounts  
Preparation of trading accounts.
- Preparation of receipts and payments accounts  
Preparation of tax invoices
- Collecting cash and cheques for deposit to bank
- Issuing receipt book and collecting cash
- Making quotations and Purchase order
- Calculation of incentives for marketing executive from cash  
flow statement
- Purchase and sale entries, batta entries, petty cash entries

### Achievements & Awards

ACCOUNTANT CUM :  
OFFICE  
ADMINISTRATION

- 
- Completion of 150 hours of internship in Computerized Accounting Professional.
  - voucher preparations, Purchase entry, creating invoices,
  - Completed Theory & Practical section of Computerized accounting professional offered by ICA InfoTech Private Limited
  - Successfully completed training for the role of ACCOUNTS EXECUTIVE (RECEIVABLES & PAYABLES)
  - Computer proficiency in TALLY ERP9, TALLY PRIME, MS EXCEL, MS WORD, PowerPoint