**RESUME**

**Anish C.P**

Contact No:6282698625

Email:anishcp37@gmail.com

Changansseriyil (H)

South Marady (P.O)

Muvattupuzha

Kerala-686673

**OBJECTIVE: -**

A highly competent, Motivated and enthusiastic administrative personal with experience of working as part of a team in a busy environment. Well organized and proactive in providing timely, efficient and accurate administrative support. Approachable, well presented and able to established good working relationship with managers and colleagues.

I strongly believe that on providing an opportunity, I will be able to manage entrusted responsibilities befitting your organization.

**EDUCATIONAL QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| SL. NO | COURSE | INSTITUTION | YEAR OF PASSOUT |
| 1. | S.S.L.C | MARTHI MOTIOUS MEMORIAL HIGHER SECONDARY SCHOOL PAMPAKUDA. | 2011 |
| 2. | PLUS TWO | FATHER JOSEPH MEMORIAL HIGHER SECONDARY SCHOOL PUTHUPPADY. | 2011-2013 |
| 3. | B.COM C.A | BASELIOUS PAULOSE SECOND COLLEGE PIRAMADOM. | 2013-2016 |
| 4. | DATA ENTRY  TRANING  2 MONTHS  Trivandrum | ICDC TRAINING CENTER TRIVANDRUM. | 2 MONTHS |
|  |  |  |  |

**LANGUAGES: -** : read and write English

: Can speak, read and write Hindi, English, and Malayalam : Can speak Tamil

**OTHER SKILLS:-**

**Computer proficiency:** M S Office programs , Programing in C Language , Computerized Accounting for TALLY ERP 9 , Hypertext Markup Language , Visual Basic Programming , SQL.

**PERSONAL SKILLS**: -

Excellent learning abilities, Hardworking, Time management, Flexible and approachable. Team management can work under pressure.

**Paper presented:-**

* Presented paper on all Indian chartered accountant symptom 13 (M.G UNIVERSITY)
* Paper presented on customer working mentality 13 (M.GUNIVERSITY)
* Paper presented on a study about the working capital management of 13( NEW INDIA ASSURANCE CO-OPERATIVE PVT.LTD)
* Attended working capital project report 14(M.G UNIVERSITY INTER COLLEGE MANAGEMENT FEST)
* Paper presented on Stress management study on project report at LUNAR RUBBER MANUFACTURING COMPANY IN KERALA) **PROJECT REPORT\* FINAL SEM**

**WORKING EXPERIENCE**

* C and A @ Nada happiness trading LLC **(SULTANATE OF OMAN MUSCAT 2018 TO 2021 AUGUEST)**
* PROCESS ASSOCIATE (DATA PROCESS EXECUTIVE ) AT **ALLIANZE INFOSOFT.**

**2022 TO 2023 MAY 15.**

**CORE COMPETENCIES AS EXECUTIVE ASSISTANT**

* Improved office efficiency by implementing color-coded filing system and introducing additional time saving measure.
* Enhance Communication between manufacturing department and executive team, fostering a sense of team work and collaboration
* Financial Analysis, Tax preparation, Accounts payable/ Receivable, internal controls, Reconciliation.

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Name | ANISH C.P |
| Date of Birth | 21/11/1995 |
| Gender | MALE |
| Father’s Name  Passport No | M.C.S PONNAPPAN  N 4063944 |
| Nationality | INDIAN. |
| Mother Tongue | MALAYALAM |
| Hobbies | TRAVELING, FOOTBALL, BROWSING. |
|  |  |

**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place- Muvattupuzha

Date- ANISH C.P