**RESUME**

 **Anish C.P**

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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:-**

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| 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 ENTRYTRANING2 MONTHSTrivandrum | 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:**

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