



# ANJANA K

## MY CONTACT



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UAE, Dubai,



W6588829

## HARD SKILL

- Tally Prime
- Accounting
- MS Office
- Recruitment
- Payroll

## SOFT SKILL

- Team Work
- Communication
- Multi-tasking
- Decision making
- Time Management

## EDUCATION

- Al-Farook Educational Centre. Farook College - *Bachelor of Business Administration in Finance* Completed in 2020
- Board of Higher Secondary Education Completed in 2017
- Board of Public Examination, Kerala Completed in 2015

## CERTIFICATIONS

- **DIFA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)**

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

## PERSONAL PROFILE

- Date of birth : 15/Jun/2000
- Marital Status : Married
- Passport no : W6588829D
- Nationality : Indian
- Visa Status : Visit Visa

## ABOUT ME

Diligent Accountant with strong accounting background and proven industry expertise. Monitored business operations and regulatory compliance for large corporation. Superior account management and reconciliation skills leading to achievement of desired results.

## PROFESSIONAL EXPERIENCE

### **CATALYST EDUCATION, Calicut, Kerala**

#### **ACCOUNTANT**

**December 2022 - February 2024**

##### *Key responsibilities:*

- Examining Financial statement and reporting
- Forecasting Costs and Revenues
- Monitoring Accounting Discrepancies Office Operations
- Approve TA and Prepare Payroll Statement
- Reviewing and updating of expense details and data entry in tally

### **G-TEC ADMIN OFFICE, Calicut, Kerala**

#### **PUBLIC RELATIONS OFFICER**

**May 2022 – September 2022**

##### *Key responsibilities:*

- Support other branches with various administrative tasks
- Prepare and communicate findings from quarterly PR reports
- Provide training for new staff
- Edit promotional materials
- Craft, edit, and distribute press release.
- Communicate with internal teams and external media outlets
- Giving Approve for examination
- Attend the review meetings.

### **LANDMARK BUILDERS, Calicut, Kerala.**

#### **CUSTOMER RELATIONS EXECUTIVE**

**August 2021- April 2022**

##### *Key responsibilities:*

- Communication with the customer
- Providing up to date work status to the customers
- Active listening
- Manage concerns and Complaints.
- Communicating with other Departments.
- Building and Maintaining Customer Relationship