



ANJURAJ T

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Current Address

Discovery Gardens
Dubai
Building No 202
Room 307

Personal Information

DOB : 05.01.1995

Gender : Female

Nationality : Indian

Passport No. : W4345111

Date of Issue : 03.10.2022

Date of Expired : 02.10.2032

Visa Status : Visiting Visa

Languages known

English

Malayalam

Hindi

Tamil

CAREER OBJECTIVE

Seeking a position of Accountant to work in a fast-paced and challenging environment, where 2.3 years of experience, solid analytical and quantitative skills, accompanied with a strong passion for the finance industry can be put to use to enable accurate financial decision-making.

PROFFESIONAL EXPERIENCE

ANGADI SUPER MARKET – Accountant
(01.02.2019 - 01.06.2021)

ANGADI SUPERMARKET, VATAKARA,
KOZHIKODE, KERALA

ROLES AND RESPONSIBILITIES

- **Accounts receivable** and **Accounts payable**
- Recording daily transaction in **petty cash book**
- Evaluating daily **accounting activities** and **finding cost saving** the database
- Making **journal entries in the ledger** for accounts debited and credited
- **Tallying cash** in hand at the end of the day shift and planning for bank such deposit
- Closely monitor the **inventory movement** and maintain the data base
- **Cashier** like receiving and payment of cash to retailers.
- According **cheque** and debit card and credit card transactions.

PROJECT/INTERNSHIP

Name : Customer satisfaction.

Description : Designed a project in UG level Title as “customer satisfaction in the KADATHANAD WEAVER’S CO-OPERATIVE SOCIETY”

Name : working capital management

Description : Designed a project in PG level Title as “working capital management with special reference to GEMINI PLASTIC, THALASSERY

15 days summer internship training at KADATHANADWEAVER’S CO-OPERATIVE SOCIETY at third Semester MBA

Computer Skills

Tally ERP 9

MS Office

Areas of Interest

- Finance
- Customer Relationship
- Marketing
- Office Administration

ACADEMIC PROFILE

Master of Business Administration (2016-2018)

Specialized in Finance - Anna University

Bachelor of Business Administration (2013-2016)

Specialized in Human Resources - Calicut University

Plus Two Commerce (2011-2013)

JNMGHSS – Kerala

SSLC – 2010

JNMGHSS – Kerala

SUMMARY OF SKILLS

- Ability to work effectively with multiple departments; strong ability to influence others
- Strong multi-tasker, comfortable moving quickly from task to task
- Strong analytical skills and able to adapt quickly to change
- Excellent Problem Solving Skills
- Office Skills: Proficient typing and filing
- Excellent verbal and written communication skills
- Good team working, willing to work under pressure

DECLARATION

I undersigned solemnly declare that all the above furnished information are true to my knowledge and honesty.

Place: Dubai

Date :

ANJURAJ T