

# ANUSREE JR

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## PERSONAL SUMMARY

A Confident, Multi Skilled, Passionate Finance and Accounting student with 1-year experience in Vikram Sarabhai Space Centre (ISRO) as a graduate apprentice trainee. In depth knowledge in all aspects of accounting. Skilled in using advanced accounting software like QuickBooks, Sage 50, Tally etc. Proficient in MS Office package including MS Word, MS Excel, PowerPoint. Possesses a keen analytical mindset, positive attitude, a proactive approach to self-directed learning and a commitment to staying current with industry trends.

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## Work Experience

**Vikram Sarabhai Space Centre (ISRO), Kerala, India**

**Dec 2022 – Dec 2023**

- ❖ Managing and organizing office files, documents, and records.
- ❖ Handling incoming and outgoing correspondence, including emails, letters, and phone calls.
- ❖ Assisting with scheduling appointments, meetings, and conferences.
- ❖ Performing basic bookkeeping tasks, such as invoicing, expense tracking, and maintaining financial records.
- ❖ Providing administrative support to office staff, including photocopying, faxing, and scanning documents.
- ❖ Ordering and maintaining office supplies and equipment.
- ❖ Greeting visitors and directing them to the appropriate personnel or department.
- ❖ Assisting with basic IT tasks, such as troubleshooting computer issues and setting up equipment for meetings.

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## Professional Skills and Competencies

- ❖ Expertise in Using MS Office Package.
- ❖ High level Computer literacy.
- ❖ Knowledge in ERP software SAP and Accounting software like QuickBooks, Sage 50, tally etc.
- ❖ Deep knowledge in financial market and current market/industrial trends
- ❖ Diverse knowledge in accounting concepts and IFRS.
- ❖ A keen interest in Multimedia applications like Adobe Photoshop, Premiere Pro etc.
- ❖ Excellent communication skills.
- ❖ Time management and Multitasking.
- ❖ Fast Data Entry

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## Academic Qualifications

- ❖ Currently pursuing MBA in Finance from Indira Gandhi Open University as Correspondence.

- ❖ Diploma in Indian and Foreign Accounting with 3<sup>rd</sup> rank issued by Institute of Accounting and Book Keeping (IAB) in 2022.
  - ❖ Graduation in Bachelor of Commerce in the stream of Cooperation with a CGPA 6.1/10 from Kerala University in 2022
  - ❖ Graduation in Bachelor of Commerce in the stream of Finance with a CGPA 7.6/10 from Milad – Sheriff College (Kerala University) in 2021.
  - ❖ Completed Higher Secondary Education with 96% from Government Higher Secondary School, Oachira in 2018.
  - ❖ Completed Matriculation with 95% from Church Mission School, Puthupally in 2015.
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### **Certifications**

- ❖ Certificate of Merit obtained from IAB for Completing Diploma in Indian and foreign accounting.
  - ❖ Certificate of Merit obtained from SAP International for completing SAP FICO.
  - ❖ Certificate of Merit obtained from GTEC for completing Basics of Digital Marketing.
  - ❖ Certificate of Merit obtained from GTEC for completing Advance Excel.
  - ❖ Certificate of Merit obtained for Completing MS Office package.
  - ❖ Certificate of Merit obtained for Completing Diploma in Data Entry.
  - ❖ Certificate of Merit obtained for Completing GCC VAT.
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### **Languages known**

- ❖ English
  - ❖ Hindi
  - ❖ Malayalam
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### **Area of Interest**

- ❖ Stock Market
  - ❖ Geopolitics
  - ❖ Business Environment
  - ❖ Multimedia
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### **Personal Information**

- ❖ Date of Birth – 29 November 1999
  - ❖ Marital Status – Unmarried
  - ❖ Nationality – Indian
  - ❖ Passport details – B6363245 valid until 10- October 2033
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### **Reference**

Available on request.