



ANJANA SURESH

Objective

To build professional career in accounting and auditing using my potential talents in financial accounting, auditing, banking and cost & management accounting to its optimum for the benefits of the company. To be innovative and result oriented for the tasks assigned. Update, Improve, grow & develop consistently.

Experience

Zurich Rubber Industries(Oct 2022 – Present)

Ajman, United Arab Emirates

Secretary cum Sales Coordinator

- Manage office organization and general workflow from supporting staff members
- Prepare quotation and submit on time
- Identifies new sales opportunities through new and existing customers
- Responding to sales queries via phone, email
- Making follow-ups to confirm sales order

AJMAL PERFUMES (Oct 2021 to Aug 2022)

Dubai, United Arab Emirates

Retail Sales Assistant:

- Maintained a positive , courteous demeanour while interacting with customers to ensure a positive experience.
- Manage proper and attractive merchandise display, ensuring strategic placement of products that maximized purchases.
- Highly motivated and driven to achieve targets and goals.
- Shows great initiative with an emphasis on customer satisfaction.

K I ABRAHAM AND COMPANY(NOV 2019 TO SEPT 2021)

Pathanamthitta, Kerala, India.

Article Assistant:

As an Audit Trainee, I have gained experience in performance of Statutory Audits under Indian GAAP.

Jobs handled:

- Internal Audit.
- Preparation of Consolidated Financial Statements
- Statutory Audit of various banks.
- Audit of companies, trust, Partnership firms.



Sharjah, UAE



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TRAININGS UNDERTAKEN:

1. Completed 100 hours of IT Training conducted by The Institute of Chartered Accountants of India (ICAI)
2. Completed 100 hours of Orientation Programme Conducted by the Institute of Chartered Accountants of India (ICAI)
3. Completed 6 month Life and Soft course conducted by Saintgits College of Applied Sciences.
4. Completed 1 year Certified Professional Accountant Course (Manual Accounting +Tally 9ERP + VAT +GST& Income Tax in Business Environment) by The Institute of Accountants (TIA).

Soft Skills

- Responsibility & Flexibility
- Team worker
- Organization and Time Management
- Self-Management
- Planning & Coordination
- Computer Skills (MS office & PowerPoint, Outlook)
- Computerized Accounting with Tally
- Winman CA ERP

Academic Qualification

Pursuing CA from The Institute of Chartered Accountants of India

Qualification	Board/University	Institution	Year of Completion
BACHELOR OF COMMERCIAL (CGPA-8.6)	Mahatma Gandhi University	Saintgits College Of Applied Sciences, Kottayam.	2019
12 TH (82.6%)	Central Board of Secondary Education	Marthoma Senior Secondary School, Kerala.	2016
10 TH (CGPA-7.6)	Central Board of Secondary Education	Marthoma Senior Secondary School, Kerala.	2014

Personal Details

- D.O.B : 11.02.1998
- Languages : English, Hindi and Malayalam
- Nationality : Indian
- Visa Status : Visit visa