

# Anu Anil

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## OBJECTIVE

I'm seeking an entry-level position to persist my corporate career. My goal is to join a dynamic organization where I can apply my skills and expertise to contribute to the company success.

## PERSONAL DETAILS

Nationality – Indian (Kerala)

Date of Birth – 24-05-2002

Visa Type – Visit Visa

## EXPERIENCE

**Aditya Birla Groups**

**28-07-2024 - Present**

**Pantaloons**

*Administrative Assistant*

- Gained valuable hands on experience in customer interactions and sales operations
- Manage sales and manage accounts to improve brand positioning and growth
- Worked collaboratively within a team to deliver outstanding customer satisfaction
- Mentored team colleagues to enhance their sales skills and self- assurance
- Investigated and confidently resolved customer inquiries
- Manage daily operation of the stockroom, ensuring timely restocking of shelves and accurate inventory levels
- Coordinate with suppliers to order and receive products

**Radiance Ayurveda clinic**

**11-11-23 – 25-07-2024**

*Accountant*

- Reconcile accounts payable and receivable
- Preparing financial statement
- Manage account and bookkeeping
- Maintain General ledger
- Handled daily billing operation and timely completion of all invoices
- Ensure timely collection of payments and tracking payments and adjustments
- Generate report of payments

## EDUCATION

### IT Park, Kerala, India

Master Dip. In Professional Accounting with Tally GST

A+

### Mahatma Gandhi, University of Kerala, India

B.A program

7 CGPA

### Govt. HSS, Thrickodithanam, Kerala, India

Higher Secondary Education

80%

### St. Anne's GHS Kerala, India

Secondary Education

70%

## TECHNICAL SKILLS

- Windows
- MS office (MS Word, MS excel, Power Point)
- Tally
- MS Outlook
- Peach Tree
- Quick Book

## SKILLS

- Team building
- Decision Making
- CRM
- Capable of solving comprehensive problems
- Fast learning skills

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil