



# Annie Agena

Al Jabari Building Flat no.402 Abushagara, Sharjah  
971552027903 | annie29agena@gmail.com

## Personal Profiles

- Father Name : Ruben C.P  
Mother Name : Jesseentha  
Gender : Female  
Marital status : Single  
Nationality : Indian  
Religion : Christian

## Languages

- ◇English ◇Malayalam ◇Hindi ◇Tamil ◇French

## Objective

To create value and recognition at work place by producing the best result for the organization through hard work. I can utilize my skills and knowledge efficiently for the organisational growth.

## Hard Skills

- ◇Microsoft office
  - ◇Microsoft Excel
  - ◇Tally ERP.9
  - ◇HTML
  - ◇Microsoft word

## Soft Skills

- Positive Thinking
  - Quick learner by observation
  - Timekeeping
  - Able to handle multiple task simultaneously
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## Education

- **International Diploma in Hospital Administration (2024).**
    - *Transorze soultions kochi, Ernakulam*
    - ◇Healthcare Administration using Advance HIS (software)
    - ◇Advanced and Basics of Hospital administration
    - ◇Fundamentals of Anatomy
  - **Diploma in Tally ERP.9 with GST (2024).**
    - *Incarnation computer centre (STED COUNCIL)*
    - ◇Financial accounting, inventory management, Billing,payroll, taxation and GST.
  - **B.com Finance and Taxation ( 2021 - 2024).**
    - *St. Teresa's college Ernakulam, MG university.*

- ◊ Accounting principles , marketing management, Human resource management, banking and Insurance and Income tax laws.
- ◊ **Commerce with Computer Application (2019 - 2021).**
- ◊ ***Govt.H.S.School, Puthenthode,Ernakulam***
- ◊ Basic of Accounting Transaction, Business studies, Economics, C++, HTML, Python etc.
- ◊ **Secondary School Leaving Certificate (2018 - 2019).**
- ◊ ***Fatima Girls High school, Fortkochi***
- ◊ High school completed and eligible for higher studies.
- ◊

## Experience

- **Reliance Trends clothing store.**  
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Sales executive

## Passport Details

- PASSPORT NO :W7843140  
Place of Issue : Cochin  
Expired :01/12/2032

## Declaration

- I here by declare that the above information is true to best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.



ANNIE AGENA