

ANET JOSEPH

Mob: +971-566410206

Email: anetjoseph1994@gmail.com**CAREER OBJECTIVE:**

Seeking for a job in a healthy work environment where I can utilize my skills, knowledge and experience efficiently for the organizational growth.

PROFESSIONAL EXPERIENCE:

Accounts Assistant
Hitronics Trading LLC
Dubai, UAE

Feb 2019 - Present**Key Responsibilities:**

- Management of Petty cash
- Preparing cheque for payment
- Processing all invoices in tally software and requesting for payments.
- Preparation of quotations and outward Purchase orders.
- Maintains office staff attendance
- Providing administrative and clerical support (mailing, scanning, copying, filing).

Accounts Assistant
CHASS
Kerala, India

Jul '2017 – Jan'2019**Key Responsibilities:**

- Perform daily entry of accounting and monthly checking and updating.
- Preparing vouchers and receipts.
- Maintains cash transactions, preparing cash book.
- Verification of bills.
- Dealing with Tally ERP 9.

EDUCATIONAL QUALIFICATION:

COURSE	YEAR	INSTITUTION /UNIVERSITY	MARKS
MBA	2015- 17	BERCHMANS INSTITUTE OF MANGEMENT STUDIES (AUTONOMOUS) CHANGANASSERY	64%
B. Com	2015	ST. JOSEPH'S COLLEGE CHANGANACHERRY	63%
CLASS 12	2012	ST. TERESA'S HIGHER SECONDARY SCHOOL	82%
CLASS 10	2010	ST ANNE'S GIRLS HIGH SCHOOL	83%

INTERNSHIP AND PROJECTS:

- Internship at Reliance Fresh Ernakulam.
- Two months internship at Pravin Electrical Pvt.Ltd. Bangalore.
- Participated in Berchmans Industry Immersion Programme(BIIP).
- Two months Project on the topic “INVESTOR’S ATTITUDE TOWARDS UTI MUTUAL FUND” at UTI Mutual Fund Kottayam.
- Industrial visit at Hindustan Unilever Ltd. Kottayam
- Industrial visit at 4 major companies in Bangalore

SEMINARS AND WORKSHOP:

- Participated in National Conference of XIME Ernakulam
- Participated in three days excel workshop.

AWARDS, ACHIEVEMENTS AND VOLUNTEERING:

- Game coordinator for All India Management Fest Berchnova..
- Won different prizes for speech competition in district, state levels.
- Conduct an interview with great business tycoon Mr. Sunny Jacob, MD of Edimannikkal Jewelry Changanacherry.
- NCC A& B certificates holder
- Participated in National level NCC Camp.

STRENGTHS:

- Self confidence
- Convincing skills
- Leadership skills
- Communication skills
- Flexibility and Adaptability to work in any environment.
- Good team player and positive attitude

TECHNICAL KNOWLEDGE

- MS OFFICE
- TALLY ERP 9

PERSONAL DETAILS:

- Date of Birth: 10 July 1994
- Gender : Female
- Nationality : Indian
- Passport Number: R8051880
- Linguistic Ability : English, Hindi, Malayalam,
- Permanent Address: **Vaniapurackel,**
Thuruthy P.O, Changanacherry
Kottayam Dist., Kerala, 686535

Declaration

I hereby declare that all the above given information is true to the best of my knowledge. I shall furnish all original certificates of qualification and training upon request.

ANET JOSEPH