***CURRICULUM VITAE***

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**ANJANA P K**

City Embassy, Flat no.308

Abu Shagara

Sharjah

MOB-0567411027

E-MAIL ID: Anjanaanu411@gmail.com

**CAREER OBJECTIVES**

Intend to work within an organization where I can utilize my acquired skill-set and knowledge to the best for its performance enhancement and to add value to myself by having a practical exposure to the prevailing management trends and practices.

**PERSONAL SKILLS**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willing to learn and lead group. Interested in travelling, moreover got talent in drawing and needlework.

 **EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| CERTIFICATE | INSTITUTION | COMPLETION DATE | GRADE/PERCENTAGE |
| SSLC | ST.TERESAS ANGLO INDIAN HIGHER SECONDARY SCHOOL | MARCH 2009 |  88% |
| HSE | ST.TERESAS ANGLO INDIAN HIGHER SECONDARY SCHOOL | MARCH 2011 |  89% |
| DEGREE | SREE NARAYANA COLLEGE | MAY 2014 |  71% |

EXPERIENCE

* Worked as Audit Assistant with C A .Shivaprasad.K for the period from 20 June 2016 to 15 July 2017. And well versed in accountancy, auditing, income tax and computer operation.
* Worked for a period of 8 months as Accounts Assistant in Cannanore Pharma.

**TECHNICAL SKILLS**

Higher secondary level computer knowledge in word, tally, visual basic, SQL, html etc.

**PROJECTS AND SEMINARS**

A major project based on the organizational study at Kitex Ltd. Ernakulam, Kerala in the department of Human Resource. Successfully completed 3 weeks of project and presented the project on time.

**OTHER COURSES**

Attempted bank coaching for 3-5 months from Calicut & completed MBA in HR and waiting for result.

**OUTSTANDING ACHIEVEMENTS**

Achieved prize for general proficiency during each year of schooling. And awarded in athletic and other extra-curricular activities.

**PERSONAL DETAILS**

Name : ANJANA P K

Date of birth : 28-03-1992

Sex : Female

Father’s name : Vasantha Kumar P K

Mother’s name : Ajitha E

Nationality : Indian

Marital Status : Married

Linguistic proficiency : English, Malayalam, Tamil, Hindi

Passport No. : P4919825

Visa Status : Residence

**DECLARATION**

I hereby declare that the above information is correct to my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

PLACE: Sharjah

DATE: