



# ASHNA ANNA CHACKO

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## OBJECTIVE

A self-motivated professional possessing the skills and ability to acquire the desired result of a given task. Dedicated to maintaining high quality standards; excels at multi-tasking in a fast paced environment and the ability to prioritize and complete tasks on time. Excellent organizing, analyzing, and problem solving skills; innovative, enthusiastic, and works exceptionally well under pressure.

## PROFILE

Visa Status : Residence

Passport No : V1129395

Nationality : Indian

DoB : March, 27, 1996

Marital Status: Married

Location : Sharjah

## SKILLS

- Tally
- Microsoft Office
- Power Point Presentations
- Excellent communication skills
- Leadership skills
- Problem solving & decision making
- Client relationship
- Friendly, flexible & approachable
- Seminars and presentations

## INTERESTS & HOBBIES



## CAREER

- Dec - 2021 **SUN ITALIA MARBLE AND GRANITE - Sharjah, UAE**  
**ACCOUNTS RECEIVABLES ASSOCIATE**
  - Maintaining the billing system
  - Generating invoices and account statements
  - Payments Follow up
  - Provide basic and accurate information in-person and via phone/email
- Feb - 2020 **Kallungal Brothers - Anchal, Kerala**  
**OFFICE ASSISTANT**
  - Overseeing clerical tasks, such as sorting and sending mail & answering phone calls
  - Keeping an inventory of office supplies and ordering new materials as needed
  - Maintaining files



## EDUCATION

- Master of Administration in Economics (2019)**  
Government Arts College, Thycaud  
Thiruvananthapuram (Kerala University).
- Bachelor of Administration in Economics (2017)**  
St. John's College, Anchal, Kollam (Kerala University).
- Higher Secondary Level Education (Commerce) (2014)**  
Government Higher Secondary School  
Kalluvettamkuzhi, Kulathupuzha, Kerala.
- Secondary School Level Education (CBSE) (2012)**  
River De School, Kulathupuzha, Kerala.



## CERTIFICATION

**Certificate in Computerised Accounting from Centre for Development of Imaging Technology (C-DIT) under Govt. of Kerala, TALLY.**



## PROJECTS UNDER TAKEN

- Health status and health expenditure of fishing community: A case study of Neendakara Gram Panchayat, Kollam.
- Economic progress of fishing community: A case study of Neendakara Gram Panchayat, Kollam.



## LANGUAGES

**SPEAK** –English, Malayalam, Tamil  
**WRITE** –English, Hindi, Malayalam