

CONTACTS

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Email: anishabinu745@gmail.com

Place: Attingal

EDUCATION

M.Com Finance

2022 - 2024

Kerala University

B. Com Co-operation

2019 - 2022

Kerala University

SKILLS

TECHNICAL SKILL

- Tally
- MS Word
- MS Excel

SOFT SKILL

- Communication
- Time management
- Financial and Analytical skill
- Leadership
- Team Work

LANGUAGE

English

Malayalam

ANISHA M

ACCOUNTS TRAINEE

I am a highly motivated and detail-oriented MCom graduate with a strong foundation in finance and accounting. Currently, I am enhancing my skills in financial analysis through a Diploma in Indian and Foreign Accounting (DIFA) course. I am proficient in MS Word and Excel, and I am eager to leverage my knowledge and skills to drive business growth and success.

INTERNSHIP

Kerala State Co-operative Bank, Pangode

23/04/2023 to 23/05/2023

- Assisted in daily banking operations, including account opening and closing
- Observed and learned about various banking products and services
- Assisted in customer service and responded to customer inquiries
- Gained knowledge of banking software and systems
- Developed teamwork and communication skills in a fast-paced banking environment

AWARDS AND ACHIEVEMENTS

- Recognized for excellent customer service during the internship.
- Commended for effective teamwork in daily banking operations.
- Gained hands-on experience with banking software and systems.
- Successfully completed the internship with a certificate of appreciation.