**Curriculum Vitae**

Anju Suresh M.V

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CAREER OBJECTIVE

To obtain a better position in a reputed organization wherein my abilities and skills will be utilized towards the growth of the organization.

PROFESSIONAL EXPERIENCE

Company : Ernst & Young , Bangalore

Duration : 1.8 years

Role 1 : Tax Analyst ( July 2012 – June 2013)

Role 2 : Advance Tax Analyst ( Since July 2013)

Key Responsibilities as an Analyst and Advance Analyst

* Responsible for preparing Tax returns for the inbound and outbound assignees in UK , US and Canada Tax compliance for various clients.
* Have faced 4 busy seasons two each in UK and Canada.
* Preparing Tax equalizations for various clients in UK tax compliance.
* Identification of missing information and getting in touch with the assignee through e mails and getting those assignee information.
* Received Extra Miler Award for the month of April 2013 and November 2013 one each in Canada and UK season.

TECHNICAL COMPETENCIES

Operating Systems : Windows XP, Windows 7

Tools : Lotus Notes, Extax, CCH Pro System, Tax Prep

Computer knowledge : Tally , Office automation

PERSONAL INFORMATION

NAME : Anju Suresh M V

DATE OF BIRTH : 26th August 1990

GENDER : Female

NATIONALITY : Indian

LANGAUGES KNOW : Malayalam, English

ADDRESS : “Krishna”, Kambil, Kolacherry (P.O), Kannur-670601

## EDUCATIONAL QUALIFICATION

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| **2012** | **Master of Business Administration (70%)**  CMS Institute of Management Studies , Bharatiyar University ,Coimbatore. |
| **2010** | **Bachelor of Business Management (71%)**  Sir Sayed Institute of Management Studies , Kannur University, Kannur. |
| **2007** | **Higher Secondary Certificate (83%)**  Govt. Higher Secondary School, Pallikunnu, Kerala State Education Board. |
| **2005** | **Secondary School Laeaving Certificate (72%)**  Bharatiya Vidya Bhavan, Kannur, Central Board of Secondary Education. |

DECLARATION

I hereby declare that the above facts given by me are true to the best of my knowledge and belief.

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| Place : Calicut  Date : | ANJU SURESH M V |