**CURRICULUM VITAE**

Anusha. J

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#207, 11th 'A' Main Road,

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**CAREER OBJCTIVES:**

To work with my sincere dedication and to develop my skills , to gain all work ability .

**EDUCATIONAL QUALIFICATION :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTIONS** | **BOARD** | **PERCENTILE** | **YEAR OF PASSING** |
| **B. com** | VV Purram  Evening College Of Arts and Commerce | Bengaluru Central University | 68.5% | 2018-2022 |
| **GEBA** | Kanaka PU College | State Board | 37.66% | 2014-2017 |
| **SSLC** | Yatish English High School | State Board | 43.04% | 2011-2014 |

**LANGUAGE KNOWN :** English, Kannada.

**OTHER QUALIFICATION :** MS Excel, MS Windows, MS Office, Tally ERP9.

**WORK EXPERIENCE :**

* Worked for Cherry Agencies PVT LTD as an Accountant from September 2017 to November 2018.
* Worked for Medivin (India) Pharma Lab as an Accountant from January 2019 to January 2020
* Worked for Tech Mahindra Limited as a Customer Support Excutive from June 2022 to November 2022

**PROFESSIONAL SUMMARY :**

Purchase Entry, Sales Entry, E-Way Bill, TDS.

Use of MS Office, Excel, Tally ERP9, Outlook, Citrix.

Inbound calls.

Escaltion.

Query Resolution.

**AREA OF STRENGTH :**

* Enthusiastic, Energetic and Responsible.
* Patience, Good Listener and Fast Learner.
* Adaptable to changing environment and Team Player.

**PERSONAL PROFILE :**

**Name :** Anusha. J

**Father Name :** Jagadeesh

**Mother Name :** Jayalakshmi

**DOB :** 05-08-1999

**Nationality:** Indian

**Religion:** Hindu

**SEX:** Female

**Marrital Status:** Married

**HOBBIES:** Pencil Drawing, Painting.

**DECLARATION :**

I hereby declare that the above stated information is true to the best of my knowledge.

**PLACE :** Bangalore

**SIGNATURE**

**Anusha. J**