

EMMANUVEL ANTONY

ACCOUNTS MANAGER

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PERSONAL INFORMATION

Date of Birth: 23 September 1997

Languages: English, Malayalam and Hindi

Citizenship: INDIAN



CAREER OBJECTIVES

Bachelor's of Commerce in Finance. To engage in a career that allows for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company. To render my best in your esteemed company with the knowledge acquired in the field of commerce - finance and be a part of company's uplift.

EDUCATION

Name of the Examination	Year	University/Board	College/School	Percentage
SSLC	2013	Board of Public examinations, Kerala	St. Joseph's HSS, Kodenchery	64%
Higher Secondary (Commerce)	2013-15	Board of Public Examinations, Kerala	St. Joseph's HSS Kodencherry	62.58%
Bachelor of Commerce in Finance	2015-18	University of Calicut	ACT (Alphonsa College, Thiruvambady, Kerala)	53.30%

WORK HISTORY

After the successful completion of my Bachelor's in Commerce (Finance) I started to work in Sanjo Consultants as Accounts Manager from 7th June 2018 for 2 years.

My key responsibilities were:

- Maintaining the whole group of workers
- Maintaining the company accounts
- Maintaining the labor reports
- Managing the company sites and expenses
- Building up a rapport with the construction materials trader and negotiating the amounts with them.

SKILLS

- Professional Skills
 - a) Competent
 - b) Reliable
 - c) Honest
 - d) Organization
 - e) Self control
 - f) Communication
 - g) Critical Thinking
 - h) Respect for others
 - i) Flexible
 - j) Professional image
- MS. Office – Word, Excel, PowerPoint