



# ANVI GRACE THOMAS

## Accountant

Brought up in an atmosphere laying strong emphasis on self-discipline, self reliance, honesty and hard work.

Intend to build a career with leading corporate of Hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realise my potential. Willing to work as a key player in a challenging and creative environment.

## Education

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### Personal Info

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D/O Mr. Thomas Philip  
DOB - 11<sup>th</sup> January 1992  
Gender - Female  
Nationality - Indian  
Marital Status - Single

TC 24/1807-(1)  
Kolath Muttithottathil,  
Sai Poornendu,  
Kesavasadan Enclave,  
Kuravankonam, Kowdiar P.O  
Trivandrum

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## Work Experience

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- 2013 Audit Assistant  
- Worked as Audit Assistant from June 2013 to September 2013
- 2014- Present Accountant/HR  
Eficaz Technology Solutions Pvt Ltd  
- Currently working as an Accountant cum HR at M/S Eficaz Technology Solutions Pvt Ltd from January 26<sup>th</sup> 2014.

## Duties

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- Maintain financial files and documents
- Recording weekly accounts transactions to tally
- Online TDS payments
- Staff disciplinary
- Maintain bank reconciliation
- Select candidates for available positions & generate employee tracking reports for each month
- Handling external and internal communication
- Organizing, arranging and coordinating meetings and company gettogether
- Experience in cash handling
- Managing clerical or other administrative staff
- Sorting of incoming and outgoing posts