**ANN SUSAN LUKE** [ansana84@gmail.com](mailto:ansana84@gmail.com)

GSN-29, T.C-3/509, T.K. Divakaran Road, Muttada P.O, Trivandrum -25. Mob: 9947438178

**Career Objective:**

To work with a reputed organization in a position where I can develop and utilize my versatile skill set and to achieve new levels of competence that will ensure company’s success.

**Experience:**

Worked as a Regional Office staff of Kosamattam Finance Private Limited, an NBFC in Trivandrum from 25.01.2010 till 30-05-2011.

Worked as a Technical Support Executive in Septacone Info Solutions Pvt Ltd., at Technopark, Trivandrum for 1 month and as a Quality Analyst for both US & UK Process for 7 months for the same company from 07-11-2011 to 22-06-2012.

Worked as Process Associate cum OutBound Caller in R R Donnelley at Technopark in Trivandrum from 22-10-2012 to 18-03-2015.

Worked as an Analyst in Sutherland Global Services, Kochi from 29-04-2015 to 02.08.2016.

**Skills:**

Excellent written and verbal communication skills.

Detail- oriented, efficient and organized professional with extensive experience in accounting and technical support field.

Resourceful in the completion of projects, effective at multi- tasking.

Ability to find, evaluate and use information.

Ability to produce quality work under strict deadlines.

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications | Name of the Board/University | Year of Passing | % of Marks |
| Plus Two  (Commerce) | Kerala State Open School | 2002 | **66%** |
| B.Com  (Taxation Law and  Practice) | University of Kerala | 2005 | **60%** |
| M.Com(Finance) | University of Kerala | 2007 | **55%** |

**Additional Qualifications:**

MS Office, Tally 9

**Personal Information:**

**Date of birth:** 30th May 1985

**Sex:** Female

**Name of Father:** G. Lukose

**Marital Status:** Married

**Nationality:** Indian

**Passport** **No**: N5917865

**Languages Known:** Malayalam, English, Tamil, & Hindi.

**Personal Interests:** Reading Books, Listening to Music, Badminton, Watching Movies, Shopping, Travelling.

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

Ernakulam Ann Susan Luke

01.09.2016