

# ANISHA P ALEXANDER



## COMMUNICATION ADDRESS:

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## PERSONAL DATA

Age: 24  
Sex: Female  
Nationality: Indian  
Marital Status: Single  
Date of Birth: 12-05-1997

## OBJECTIVE

To take up a challenging job with an organization which will provide me ample opportunities to grow and to create and maintain a long-term association with the organization and its people.

## KEY SKILLS

- \*Flexibility and Adaptability
- \*Learning Agility
- \*Communication Skill
- \*Problem Solving
- \*Accountability
- \*Employee Sourcing
- \*Talent Acquisition
- \*Self learner

## WORK EXPERIENCE

- Finance Executive, "ADDCOMS HR CONSULTANTS", Muvattupuzha, Kerala.  
(November 2019 - June 2021)  
Reported To: Senior Director
  1. Process journal entries and perform corrections to ensure accurate records.
  2. Coordinate and execute financial transactions and activities.
  3. Dedicated HR Services.
  4. Prepares Trial balance, Profit & Loss account and Balance Sheet.
  5. Assist in filing GST Returns.
  6. Maintain and update databases of employees.
  7. Prepares Monthly Journal Vouchers (Salary, Staff provisions, depreciation etc).
  8. Responsible for office stationary procurement and inventory control.
  9. Prepares Bank Reconciliation Statement.
- HR Recruiter Intern, Radar Technosoft Private Limited Bangalore.  
(May 2019 – June 2019)  
Reported To: Senior Executive HR, HR Manager.
  1. Played key role in Sourcing and Recruiting candidates through Job portals, interacting with placement consultants and universities, References, Ads, Managing Job portals, Mass mailing, calls.
  2. Screening profiles and shortlisting.

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi

## HOBBIES

- Knowledge Transfer
- Listening Music
- Gardening
- Pet Care

## COMPUTER SKILLS

- MS Office Tools
- SAP

## REFERENCES

References can be provided upon request.

## EDUCATIONAL QUALIFICATIONS

- Master of Business Administration, Finance And Healthcare - Bangalore University - Bangalore, India (2017-2019)- 70%
- Bachelor Of Commerce In Tax Procedure And Practise - Kerala University ,Pathanamthita, India (2013-2017) - 76%
- Higher Secondary, Commerce Stream - CBSE -69%
- Matriculation - ICSE - 70%

## CERTIFICATIONS

- Completed Udeemy certifications on "Payroll Management in Excel & Tally ERP9 & Tally Prime."
- Completed Udeemy certifications on "Diploma Course In Human Resource Management."
- Completed Udeemy certifications on "Microsoft Excel."
- Completed Udeemy certifications on "SAP HCM Consultant"
- Certified in "SAP-Level1."
- Attended Workshop in "Women's entrepreneurship by FKCCI".
- Knowledge of VAT

## ACADEMIC PROJECTS

- A study on "Assets And Liability Management At Centum Electronics limited Bangalore."
- A study on "Impact Of Different Insurance Policies Provided By Star Health And Allied Insurance Company, Bangalore."

## DECLARATION

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Place: Dubai

Date :

Anisha P Alexander