



ASHNA ANNA CHACKO

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OBJECTIVE

A self-motivated professional possessing the skills and ability to acquire the desired result of a given task. Dedicated to maintaining high quality standards; excels at multi-tasking in a fast paced environment and the ability to prioritize and complete tasks on time. Excellent organizing, analyzing, and problem solving skills; innovative, enthusiastic, and works exceptionally well under pressure.

PROFILE

Visa Status : **Residence**

Passport No : **V1129395**

Nationality : **Indian**

DoB : **March, 27, 1996**

Marital Status: **Married**

Location : **Sharjah**

SKILLS



INTERESTS & HOBBIES



CAREER

- Dec - 2021 **SUN ITALIA MARBLE AND GRANITE - Sharjah, UAE**
ACCOUNTS RECEIVABLES ASSOCIATE
- Maintaining the billing system
 - Generating invoices and account statements
 - Payments Follow up
 - Provide basic and accurate information in-person and via phone/email
- Feb - 2020 **Kallungal Brothers - Anchal, Kerala**
Dec - 2020 **OFFICE ASSISTANT**
- Overseeing clerical tasks, such as sorting and sending mail & answering phone calls
 - Keeping an inventory of office supplies and ordering new materials as needed
 - Maintaining files



EDUCATION

- Master of Administration in Economics (2019)**
Government Arts College, Thycaud
Thiruvananthapuram (Kerala University).
- Bachelor of Administration in Economics (2017)**
St. John's College, Anchal, Kollam (Kerala University).
- Higher Secondary Level Education (Commerce) (2014)**
Government Higher Secondary School
Kalluvettamkuzhi, Kulathupuzha, Kerala.
- Secondary School Level Education (CBSE) (2012)**
River De School, Kulathupuzha, Kerala.



CERTIFICATION

Certificate in Computerised Accounting from Centre for Development of Imaging Technology (C-DIT) under Govt. of Kerala, TALLY.



PROJECTS UNDER TAKEN

- Health status and health expenditure of fishing community: A case study of Neendakara Gram Panchayat, Kollam.
- Economic progress of fishing community: A case study of Neendakara Gram Panchayat, Kollam.



LANGUAGES

SPEAK –English, Malayalam, Tamil
WRITE –English, Hindi, Malayalam