



ANCHITHA BABU S

ACCOUNTS CUM ADMIN ASSISTANT

CONTACT INFORMATION

+974 31233004

anchithababuer@gmail.com

Doha, Qatar

EDUCATION

HIGHER DIPLOMA IN COOPERATION | 2021

- SCU

B. Tech IN INFORMATION TECHNOLOGY | 2015

- Kerala University

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Central Board of Secondary Education (CBSE), India

PROJECT & PRESENTATION

- Seminar Paper Presentation: Blu-ray Disc - B. Tech
- B. Tech Project: Development of an Online Payment System Using Steganography and Visual Cryptography
- HDC Project: Implementation of Modern Banking Techniques.

COMPUTER PROFICIENCY

Quick Book	★★★★★
Java	★★★★★
C, C++	★★★★★
SQL	★★★★★
Windows 2000, XP	★★★★★
Windows 7/8	★★★★★
MS Office, Excel	★★★★★

PROFESSIONAL SUMMARY

Versatile professional with expertise in administrative support, software engineering, and education. Proficient in managing accounts, scheduling, and office operations. Experienced in web application development, API design, and cross-functional team collaboration. Proven track record as a Mathematics Teacher. Holds a B. Tech in Information Technology. Proactive problem solver with strong communication and organizational skills.

KEY SKILLS

Team Work	Work Ethic	Administrative Skills	Accounting
Teaching Skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
Analytic Skills			

WORK EXPERIENCE

ACCOUNTS CUM ADMIN ASSISTANT | Dec 2022 – Present DEWCHEM TRADING & CONTRACTING WLL, DOHA, QATAR

- Prepare and manage employee offer letters, ensuring all relevant details such as job title, salary, benefits, and start date are accurately included.
- Manage accounts payable and receivable.
- Prepare and process invoices, receipts, and payments.
- Reconcile bank statements and financial records.
- Assist with the preparation of financial statements.
- Perform general bookkeeping and maintain accurate financial records.
- Assist with audits and ensure compliance with financial regulations.
- Handle payroll processing and related tasks.
- Serve as the main contact for internal and external communications (phone, email, correspondence).
- Organize meetings, appointments, events, and coordinate schedules.
- Maintain records, databases, and filing systems for easy access.

SOFTWARE ENGINEER | Jun 2019 – Feb 2022 ACUWIN INNOVATIONS PVT LTD, TRIVANDRUM, KERALA, INDIA

- Developed scalable web applications using Java and Spring Framework.
- Designed and implemented RESTful APIs for data retrieval and manipulation.

LANGUAGES KNOWN

English	<div style="width: 90%;"></div>	90 %
Malayalam	<div style="width: 100%;"></div>	100 %
Hindi	<div style="width: 90%;"></div>	90 %
Tamil	<div style="width: 90%;"></div>	90 %

PASSPORT DETAILS

Passport Number	: P6431802
Visa Status	: Transferable with NOC

DRIVING LICENSE DETAILS

Holder of Valid Indian Driving License	
License Number	: 29/539/2019
Class of Vehicles	: MC with Gr LMV

INTERESTS



Songs



Travelling



Cooking

REFERENCE

- Nithin Peter
Dewchem Trading & Contracting WLL
Accountant Cum Admin
Mob: +974 77960771
- Rahul Raj, Sr. Business Development Executive (Horecca Division), Al Makaan Silverware Trading Co., Doha, Qatar
Mob: +974 30271799

- Collaborated with cross-functional teams to deliver projects on time.
- Conducted code reviews and provided constructive feedback to team members.
- Resolved complex technical issues related to performance and scalability.

MATHEMATICS TEACHER | Jun 2016 – Apr 2019

SN TRUST CENTRAL SCHOOL, KOLLAM, KERALA, INDIA

- Planned and delivered engaging lessons in algebra, geometry, and calculus.
- Assessed student learning through quizzes, tests, and assignments.
- Provided individualized support to students with varying learning needs.
- Created and maintained a positive and inclusive classroom environment.
- Participated in parent-teacher conferences to discuss student progress.
- Integrated technology to enhance teaching and learning experiences.

SOFTWARE ENGINEER | Jul 2015 – May 2016

MIRAGLO SOFTWARE TECHNOLOGIES, TRIVANDRUM, KERALA, INDIA

- Implemented automated testing to ensure software quality and reliability.
- Maintained and optimized databases using SQL and NoSQL technologies.
- Participated in Agile ceremonies such as stand-ups, sprint planning, and retrospectives.
- Documented technical specifications and user guides for reference.
- Kept abreast of industry trends and incorporated best practices into development processes.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 07-12-1993
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Ragam, Muthukulam, Pin: 690506 Alappuzha, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ANCHITHA BABU S