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ANJALI

ANJALI.336093@2freemail.com

A highly motivated individual who has several years’ experience in the fields of financial management reporting, taxation and cash flow. A well-qualified professional with excellent organization skills and extensive experience in accounting systems.

Easy going by nature, and able to get along with work colleagues and managers, currently looking for finance director or consultant position with an ambitious company.

# EXPERIENCE TAX CONSULTANT: KERALA, INDIA

 **AUG 2014- AUG 2016**

* Prepare, examine and analyse accounting records, financial statement, and other financial reports
* Documents financial transaction by entering account information
* Prepare P&L accounts and balance sheet
* Preparation of sale/purchase invoices and journal voucher
* Prepare Bank Reconciliation
* Maintain different types of accounts in ERP
* Regular review of sales

 **EXECUTIVE: KARVY STOCK BROKING LTD, KERALA, INDIA (JAN 2014- JULY 2014)**

* Handling depository participant accounts
* Customer care relationship executive.
* Help to dematerialisation, converting physical securities into electronic form.

**EDUCATIOn BACHELOR OF COMMERCE (TAXATION LAW AND ACCOUNTS)**

 Kerala University 2011-14

 **Higher Secondary Examination (+2) on Commerce**

 Board of Higher Secondary Examination, Kerala 2009 -11

**TRAINING** The professional grooming program in customer Care executive (30 days)

 Computer word processing and DTP (Nov 2011-Feb 2012)

 Computerized Financial Accounting (manual accounting, tally,) Nov 2013- Apr 2014

**SKILLS** Proficient with MS Word, Excel, PowerPoint, DTP and Outlook

 Experienced Working on Tally 9.0

 Strong analytical skills

 Accuracy and attention to details

 Adaptability, resilience and ability to work under pressure

**PERSONAL**

**DATA** DOB: 31/07/1993

 NATIONALITY : INDIAN

 MARITAL STATU : SMARRIED

 PASSPORT NUMBER :

 Visa Status : Sponsor Visa (husband)