 Anoop

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# OBJECTIVE

To emerge in to a responsible position where I can express my skillsand experience which would convert to productive results and thus be a gain formy employer,andtoattainarewardingpositionwheremyeducation,knowledgeand skillswouldberenderedasavaluableservicetomyemployer.Tomanageateam,interactwithclients,anduseup-comingtrendstobuildoutcomes,aswellastoassistthe company to realize maximum expansion and corporaterevenue.

# SUMMARY OF PROFESSIONALEXPERIENCE

* **As an Accountant, KandamkulathyJewellery, Kottayam**(Since 2007 to2017)
* **As an Accountant,Zion Mobile Gallery,Kottayam.** (Since 2005 to2007.)

# EXPERIENCE ON JOB PROFESSIONAL IN ENTIRECAREER

* Project costing, estimation making andbilling.
* Supervise and coordinate all accounting activities for thecompany.
* Maintain petty cash, deposit moneyreceived.
* Prepare daily cash summary, prepare cashbudget.
* Entering the whole business data into accounting system used by theorganization
* Assistinpreparingperiodicalfinancialstatements&othermanagementreports.
* Check customers’ credit ratings & advise the managementaccordingly.
* Supervising the Stock and maintain stockinventory.
* Store keeping, Inventory, Transaction andReports.
* Procurement, quality check and Materialpurchasing.
* Effective and efficient coordination of office processes andprocedures.
* Coordinating the Logistics Operations anddocumentation.
* Attending the Telephone Calls and dealing thecustomer.
* Coordination between sales team andcustomer.
* Controlling the Marketing Payments, Purchase Order, Quotationsetc
* Making all cash transactions and entering them in maconomysystem.
* Hours sheetpreparation.
* Keep track of vacation, overtime, sickleave
* Sending pay slips toemployees.
* Entering monthly hour sheet ofemployees.
* Making monthly account reports for HeadOffice.
* Scanning all the vouchers and sending the original toHO.
* Verifying all payments, making cheques accordingly and entering the samein the maconomysystem.
* Entering all the payments received from the clients in the maconomy systemand due paymentsfile.
* Preparing rent cheques and entering in thesystem.

# ACADEMICQUALIFICATIONS

* **MASTER OF BUSINESS ADMINISTRATION (MBA) in Finance from MGUniversity(Completed).**
* **Bachelor of commerce from MGUniversity.**
* **Plus Two from HSEBoard.**
* **Secondary school leaving certificate.(SSLC)**

**TECHNICALQUALIFICATIONS**

* Diploma in Desk Top Publishing ( TCPS Government of India from NetLink Academy Kottayam,Kerala.
* Diploma in computer hardware (Co-Operative College, Kottayam,Kerala.
* Diploma In Tally ( Noel Institute Of Computer Technology,Kottayam,Kerala.

# COMPUTERSKILLS

* AccountingsoftwareTally,DiplomaincomputerhardwareMaintenanceand networking, Microsoft Excel, Microsoft word, Microsoft power point,MicrosoftOutlook, Internet,E-mail.

# PERSONALINFORMATION

Date ofBirth : 29.12.1984

Gender : Male

Nationality : Indian

MaritalStatus : Married

LanguagesKnown : English, Hindi, Malayalam andTamil.