***FEMALE ACCOUNTANT WITH 2 YEARS PROFESSIONAL***

***EXPERIENCE***

**ANJALI**

**Email:** **Anjali.373966@2freemail.com**

**CAREER OBJECTIVE**

Obtain a suitable position in Accounting / Finance with a reputable company where I can apply my skills and experience.

**WORK EXPERIENCE**

**Accountant**: NHN Associates, Kerala, India(Aug 2015 – Sept 2017)

**JOB PROFILE**

* Prepare & Maintain all the accounting entries and ensure that it is posted to the proper accounts
* Verifying the accuracy of invoices and other accounting documents or records
* Maintain healthy liquidity in operations by reviewing day today cash inflows and outflows
* Prepare and review Age wise outstanding reports, Reconciliation of receivables, payables and ensure accurate and updated debt collection or payments
* Reconcile Bank accounts, A/R , A/P, Bank loans & Facilities by comparing statements with general ledgers
* Maintain inventory records and report on the amount of materials available & required
* Prepare monthly payroll data & Employee benfits & record the monthly expense provision ie leave salaries, air tickets, end of service benefits etc
* Prepare and review adjustment and closing entries, maintain partners and related parties current accounts, & confirm balances by reconcile necessary accounts
* Prepare periodical financial statements includes Trial Balance, Profit & Loss , Balance Sheet, cash flows & other management reports
* Responsible for fixed assets management and the preparation of all related documentation
* Liaison work with internal and external auditors, Bankers & Manage Legal & Statutory Compliance
* Assist with auditors and coordinating with audit process
* Performs other duties as described by the management

**EDUCATIONAL QUALIFICATION**

**Master of Commerce (M.Com),** MG University, India **Bachelor of Commerce (B.Com),** MG University, India **Certificate of International Financial Accounting**

(Institute of International Accountants, India)

**IT SKILLS**

* **Microsoft Office** Packages
* Accounting packages – **Tally ERP 9 & Peachtree**
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* Organizing tasks
* Communications Skills (listening, verbal, written)
* Computer/Technical Literacy
* Interpersonal Abilities.
* Leadership/Management Skills.
* Planning/Organizing.
* Teamwork



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| Date of Birth | **PERSONAL DETAILS** |  |
| : 23rd April 1994 |  |
| Gender | : Female |  |
| Nationality | : Indian |  |
| Marital status | : Single |  |
| Religion | : Hindu |  |
| Languages known | : English, Malayalam |  |
| Visa Status | : Visit Visa |  |
|  | **REFERENCE** |  |

Reference will be provided on demand.

