

**Accountant with 3 Years of Professional Experience**

**ANTU**

Email: [antu.388105@2freemail.com](mailto:antu.388105@2freemail.com)

“I am looking forward to join a vibrant and exciting organization where I can utilize my skills and keep good performance”

**PERSONAL SKILL**

* + Time management
  + Good in problem solving
  + Decision Making
  + Self-Confidence
  + Taking initiative
  + Information management

**EDUCATIONAL QUALIFICATION**

* Bachelor Of Commerce(B.com)

MG University, India

* Certificate in International Financial Accounting

(IIA, Kerala)

* Diploma In Sales Tax Practice

(National Centre for Labour and Learning, India)

**IT SKILLS**

* M S Office
* Tally ERP 9,
* Peachtree
* SAP

**WORK EXPERIENCE**

**Accountant**

MRF Tyres Ltd, (14th Nov2016 to 25th Jan 2019),

Coimbatore, Tamil Nadu, India

**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 and review adjustment and closing entries, maintain partners and related parties current accounts, & confirm balances by reconcile necessary accounts

**Accountant**

Team Appointments, (07th Mar 2016 to 31st Oct 2016),

Thrissur, Kerala, India

**JOB PROFILE**

* Preparation of VAT returns
* Prepare monthly payroll data & Employee benefits & record the monthly expense provision, leave salaries, air tickets, end of service benefits etc
* 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
* Assist with auditors and coordinating with audit process
* Performs other duties as described by the management

**PERSONAL DETAILS**

Date of Birth : 24/02/1996

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Christian

Languages Known : English, Malayalam, Hindi & Tamil