

Anslin Tom

Uae

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- "To be an integral part of a dynamic organization that maximizes the use of my creativity, work exposure and provides me an opportunity to work in an environment where I can utilize my skills in the best way."
- Seeking the position of Accountant.
- Seeking a responsible job with an opportunity for professional challenges.

Work Experience

V-GUARD DISTRIBUTORS

TRINITY TRADERS

May 2018 to December 2019

Worked as an Accountant

- Post and process journal entries to ensure all business transactions are recorded.
- Accounts receivable -issue invoices, aging reports, collection credit note, discount and rebate entries
- Accounts payable and perform reconciliations, debit note
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Depreciation as per the fixed asset category
- Manage Petty Cash and Liquidity position of the company
- Preparing payroll.
- Assisting to GST filing.
- Preparing and submitting weekly/monthly reports.
- Assisting to senior accountant in the preparation of monthly/yearly closings, accrued entries, prepaid entries etc.
- Bank reconciliation.

Accountant/Auditing Clerk

K&T CHARTERED ACCOUNTS (AUDITING FIRM)

April 2017 to May 2018

Prepare journal entries and reconcile general ledgers, subsidiary accounts & prepares monthly financial statements.

- Prepare all the financial statements up to finalization and income tax and other tax filings.
- Assist in the accounting and verification of fixed assets of clients periodically.
- Provide training/ guidance in the use of computerized financial system and other accounting related activities for the new staff of the clients.
- Designing a suitable workflow system for the clients towards accounting/ recording of entries.
- Perform other duties of a similar nature of level.

- Checking purchase invoices with issued PO and delivery note.
- Checking collection both cash and bank as per sales invoices of client.
- Bank reconciliation.
- Checking petty cash bills of clients.
- Checking VAT & GST entries booked by client
- Intercompany reconciliation

Education

M.Com in Accounting Package Tally

Bangalore University

2015 to 2017

B.com

Kannur University

2012 to 2015

Plus two

Board of Higher Secondary Education

2011

SSLC

Board of Public Examination

2009