

Anjuprabha mv

UAE

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To work in a meaningful and challenging position that enables me to develop my self as a professional and permits scope for advancement

Work Experience

Accounting

Sree Sankaracharya computer center

February 2019 to Present

Period: 1 year experiance

Education

M.Com in Finance

College Sreekandapuram

2017

B.Com in Computer Application

Devamatha Arts & Science College Paisakkary

2015

Skills

ACCOUNTING (1 year), CLOSING, VAT (1 year), FINANCIAL REPORTS (1 year), HEDGING

Additional Information

1. TECHNICAL SKILL

- Basic proficiency in Microsoft Word, Excel, and Power Point
- Certification in orintaion programme in Tally
- VAT
- Visual Basic
- SQL
- Quick Books

PROFESSIONAL SKILLS

- Prepares monthly financial reports

- Reconcile accounts, reviews all account entries
 - Reviews balance sheet, profit and loss on a monthly basis and annual basis, conducts comprehensive analysis and prepare summary of recommendations.
 - Work closely with banks regarding facilities, hedging & forward contracts
 - Leads and oversees the closing of monthly and yearly tasks of the accounting team. This should be done within the required time frame.
 - Handling administrative requests and queries from the Managers
 - preparing and issuing LPO's and follow up with suppliers
 - developing and maintaining a filing system
 - handling visas procedures for the employees
 - handling import documentation and procedures,
 - Provide administrative and clerical support to departments or individuals
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- Schedule meetings and arrange conference rooms.
 - Alert manager about cancelations or new meetings.
 - Manage travel and schedule
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- Handle information requests.
 - Prepare correspondence and stuff mail into envelopes.
 - Arrange for outgoing mail and packages to be picked up.
 - Prepare statistical reports.
 - Manage spreadsheets.
 - Greet and receive visitor.
 - Prepare confidential and sensitive documents.
 - Coordinates office management activities.
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- Determine matters of top priority and handle accordingly.

Prepare agenda for meetings.

Takes and transcribes dictation.

Helps prepare office budget.

Plans events and volunteer activities.

Maintain office procedures.

Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.

Operate office equipment, such as photocopy machine and scanner.

Coordinate committees and task forces.

- Basic proficiency in MS Office tools
- Certification in orientation programme in Tally

ACADEMIC PROJECT

- Impact of Advertisement on Purchase Behaviour of Gents
- Investment Pattern of Women Investors

STRENGTHS

- Self-motivated and hard working
- Good communication skills
- Willingness to take up responsibilities
- Strong belief in team work
- Pleasing personality with a positive attitude
- Focus on the client
- Decision making skill

DECLARATION

I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief and I am also willing to give my best for the company.

Anjuprabha M.V