



## CAREER SUMMARY

Highly-motivated, deadline-committed, goal-driven accountant with over 3 years of experience. Proven track record of excellence. Some of my core skills include taxation, regulatory compliance, budgeting and forecasting. Supervised internal and external audit. Adept at analytics and in-depth reporting service. An engaging team-player who also acts as a motivator.

## WORK EXPERIENCE

### 1. Worked at JKJRS & Company, Kerala , India( Since April,2020 – October,2021).

#### ❖ Accountant cum Adimin

- Preparing accounts and tax returns
- Monitoring spending and budgets
- Auditing and analysing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.
- Being a point of contact for a range of staff and external stakeholders
- Taking notes and minutes in meetings
- Scheduling meetings and appointments

### 2. Worked at G-tec, Kerala, India(Since April,2018 – March,2020)

#### ❖ Front office management

- Answering and directing phone calls to relevant staff.
- Ordering and taking stock of office supplies.
- Being a point of contact for a range of staff and external stakeholders.
- Preparing documents for meetings and business trips.
- Processing and directing mail and incoming packages or deliveries.
- Greeting and directing visitors and new staff to the organization.

**ACADEMIC PERFORMANCE**

- **B.Com**|Kerala University|2018 - 2021 Batch
- **Higher Secondary**|Govt. H.S.S Mangad, Kollam|2016 -2018
- **Secondary** | Vimala Hridhaya Girls HSS, Kollam | 2015- 2016

**KEY COMPETENCIES**

- ERP
- Microsoft Office & Excel
- DCA
- Quick and Accurate Typing skills
- Outlook & scheduling programs
- Designing tool proficiency: Adobe Photoshop (Basics)

**ADDITIONAL SKILLS**

- Good Communication Skills
- Team Player
- A Web & Technology Savvy
- Good socializing skills
- Problem solving skills
- Adaptive in person
- Self-Learner & Motivator

**EXTRA- CURRICULAR ACTIVITIES**

- Drawing and Dancing
- Music and Movies
- Travelling, Reading

**PERSONAL DETAILS**

- Date of Birth                06/09/1999
- Marital Status             Single
- Nationality                 Indian
- Language Known        English, Hindi, Malayalam & Tamil

**PASSPORT DETAILS**

- Passport No U5125391
- Issue Date 17/09/2020
- Expiry Date 16/09/2030

**VISA DETAILS**

- Visit Visa

Date:

Anjali Suresh