



MARIAMMA ANTONY

CAREER OBJECTIVE

To seek a challenging position as an Accountant with opportunity and growth that would best fit my qualification and develop further my talent & skills for continues careere improvment.

PROFILE SUMMARY

Posses a rare blend of process management skill. Positive approach, dedication, motivation and determination , all these have been a strong influence on my career growth from an individual to a team player.

WORK EXPERIENCE

ACCOUNTANT | June 2014 to till date
Masar Precast LLC (Sharjah – UAE)

Job responsibilities

- Processing of Local Purchase Order (LPO) in accordance with MRF (Material Requisition Form)
- Receive and review invoices for appropriate documentation and for setting up for payment
- Obtain approval on bill payment through cheque requests, processing of checks, preparation of payment voucher and monitoring the subsequent release of the checks
- Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted accounting practices, keeping ;

- a. LPO and Cheque Requests.
- b. Invoices and Expenses File
- c. Suppliers' File
- d. Assets File (PPE & Prepaid Expenses)
- e. Payroll Files & other Document Related to Employee benefits
- f. Subcontractors' File
- g. and other necessary for the Accounts

- Handling daily cash transaction in relation to Petty Cash Fund
- Posting the invoices, check payments, and other financial transactions to the accounting system
- Doing Daily Bank Reconciliation
- Works in Tally ERP 9 & MS Excel

ACCOUNTANT | February 2012 to February 2014
Trading Company Alleppey – Distributors of ITC(Kerala – India)

Job responsibilities

CONTACT

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PERSONAL QUALITIES

- Good Team player
- Good planning and prioritizing skills to manage a varied & pressurized workload
- Diplomatic & persuasive, able to build objective lines of argument/rationales for action
- Present viewpoints assertively
- Excellent presentation and interpersonal skills
- Strong motivational and leadership skills
- Excellent communication skills in written and verbal both

IT PROFICIENCY

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Functional knowledge of Accounting Packages (Peachtree & Tally ERP 9)
- Internet Savvy

EDUCATION

- Diploma in Financial Accounting(Manual and Computerized-Tally ERP 9) specialized in VAT, Income Tax, ESI, EPF, and Service Tax from The Institute of Accountants(TIA)(2005)
- Bachelor Degree in Commerce (B.Com), specialization in Taxation Law and Practice (2004)

PERSONAL DETAILS

- Date of Birth : 06/03/1984
- Marital Status : Married
- Nationality : Indian

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

- Accounts up to Finalizations
- Preparing Monthly Report & submit to Management.
- Works in Tally ERP 9 & MS Excel
- Daily Petty Cash Posting & Closing and Tallying the balance with Cashier
- Salary Preparation
- Managed Receivable & Payable Section.
- Doing Daily Bank Reconciliation
- Prepare Sales Invoice & Purchase Bill
- Maintained Good relationship with Customers
- Prepare end of month accounting reports
- Sundry Debtor's and Creditor's reports monthly
- Sales and purchase report monthly

ACCOUNTANT CUM COMPUTER OPERATOR

March 2010 to January 2012

Sarvodaya Suitings Ltd.(Kerala – India)

Job responsibilities

- Sales Invoice & Purchase Order Preparation
- Online billing
- Worked in MS Excel
- Preparation of Monthly Report and submit to Management
- Preparation of Invoice & Packing List for Export Item
- Maintained Good relationship with Customers

ASSISTANT ACCOUNTANT

January 2006 to January 2007

**Varmas Ayurvedic Hospital Alappuzha
(Kerala – India)**

Job responsibilities

- Prepare Sales Invoice & Local Purchase Order
- Managed accounts payable & receivable
- Daily analysis of sales
- Maintained customer statistical reports
- Prepared weekly reports and submitted to managements
- Salary & Invoice preparation for staff & company

ACCOUNTS TRAINEE | May 2004 to March 2005

Sivaprasad Associates

(Kerala – India)

Job responsibilities

- Preparation of journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to companies.
- Preparation of audit schedules for external auditors and acts as a liaison between the City and auditors
- Data entry of all financial reports by tally software.
- Bank auditing for State Bank of India etc.