



ANJUMOL M.A

Accounts Professional

Karottu (house), payalam ,
Parappa (p.o), kasaragod (dist)
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Join an organization which provides professional and challenging opportunities to prove myself and establish a growing career path which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

PROFILE IN BRIEF

- Excellent working knowledge in MS Office & Accounting Packages (Tally, ERP9).
- Experienced in Manual & Computerized Accounts & financial reporting
- Good supervisory and team leading capability
- Excellent analytical & problem-solving skills
- Able to learn new jobs & tasks quickly.
- Friendly, sociable, responsible and very good in Public Relation.

EXPERIENCE

Tenure: 29th May 2018 to 30TH March 2019

Organization: INDIAN ENGLISH SCHOOL, KARNATAKA, INDIA

Designation: Accounts & Administration Assistant

Software: TALLY (ERP 9), Microsoft Office

Tenure: June 2017 to December 2017

Organization: ENSURE MOBILE SERVICE CENTRE ,KANNUR, INDIA

Designation: Accountant

Software: TALLY (ERP 9), Microsoft Office

AREAS OF EXPERTISE

- Handle books of accounts including books of transaction, cash, sales and other related reports
- Customer Relation (Sales & Delivery follow-up, Handling New Enquiries, Quotations, LPO and other related areas).
- Review and Finalize Monthly collection report
- Payables – Effective management of the payables including planning, control over expenses, and getting authorizations from management.
- Review invoices, maintains records and performs periodic inventories
- Preparation of Employee Leave records, benefits & End of service benefits of employees.

- Maintaining all financial records in compliance with accepted Accounting policies and procedures.
 - Order and receive supplies, contact vendor to discuss discrepancies against purchase orders.
 - Review invoices, maintains records and performs periodic inventories
 - Performed accounts payable duties
 - Prepared and managed documents relating to purchase including Purchase orders, Invoices & Delivery Orders.
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EDUCATION

Bachelor of Business Administration 2017
Nava Jyothi College (Kannur University), Kerala, India

Higher Secondary Education 2014
St. George HSS, Kerala, India

Kerala State Board 2013
St. Thomas HSS, Thomapuram, Kerala, India

IT SKILLS

VIBES (Indian & Foreign Accounting) from Sreesankaracharya, Cherupuzha, Kerala.

PERSONAL PROFILE

Nationality : Indian
Date of Birth : 24-08-1995.
Marital Status : Married
Languages : English, Hindi, Malayalam & Tamil

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

DATE:

SIGNATURE: