CURRICULUM VITAE

Ancy Leo Antony
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Profile:

Junior Accountant / Office Administrator with experience in general accounting, financial planning and reporting, fixed asset management, payroll. In-depth Knowledge of handling all accounts, purchasing and handling project works. Proficient hand on Microsoft Excel. Proven proficiency in preparing financial statements, reports and schedules. Excellent guest service skills Organizational Skills. Extensive knowledge of accounts payable and accounts receivable. Ability to organize and manage the day to day affairs Flexible working approach. An effective communicator with good presentation, negotiation, relationship and leadership skills.

Areas of Expertise

- Accounting.
- Auditing.
- Tally ERP7 & ERP9.
- Bank Reconciliation.
- Database Management.
- External Auditing.
- Internal Controls.
- Budgeting.
- Analyzing data.

Educational Qualifications:

- **2009**   **Bachelor of Commerce.**
  University of Calicut.
  Kerala, India.

Additional Qualifications:

- Tally ERP7 & ERP9.
- Computerized Financial Management.
- Office Software (MS Office, Excel, Power Point, Publisher, Outlook etc.).
- Front Office Associate Course.

Professional Experiences:

01st Feb 2020 to 20th Nov 2021	M/s. Deepthi Graphics	Kerala, India

Position   : Asst. Accountant cum Front Office.

Responsibilities   :

- Assisting the chief accountant, checking the books of records, scrutinizing the entries with supporting bills, documents and register.
- Maintain accounts in Tally ERP7 & ERP9.
- Checking the book of accounts from the daily voucher, debtor, creditor invoices and quotation Managed project progress and productivity of project sub-contractors.
- Performed detailed analytical procedures overall significant financial statement fluctuations
- Voucher entering and preparation of the financial statement. Maintaining day-to-day accounts records, ex. Cashbook, bank-book, daily voucher entries, maintaining daily cash & all computerized accounting.
- Handling bank related works.
- Maintaining inward and outward register.
- Study, inspect and assess, budgets, balance sheet and other related financial statements and records.
- Assisting the team at the time of yearly auditing.
- Ability to communicate effectively at all levels.

01st Nov 2018 to 30th Jan 2020	Jeentech Associates	Kerala, India

Position   : Asst. Accountant cum Front Office.

Responsibilities   :

- Maintaining day-to-day accounts records. cash book, bank-book, daily voucher entries, maintaining daily cash and all computerized accounting.
- Assisting the chief accountant, checking book of accounts, handling bank related works, and maintaining inward and outward register.
- Handle the customer's worries and queries to ensure customer satisfaction and improve the goodwill of the organization.
- Maintain complete and accurate correspondence data of customers.
- Negotiate and manage agreements through the business contract process.
- Identify problem-solving methodologies to rectify customer issues.
- Assistance to VAT queries and providing assistance services
- Assisting the audit team in various industries.
- Study, inspect and assess budgets, balance sheets and other related financial records.
- Bank reconciliation and maintenance of cheque register.

Languages:

- Good oral communication skills in English, Hindi, Tamil and Malayalam.
- Good written communication skills in English, Hindi & Malayalam.

Personal Particulars:

- Date of Birth   : 10th December 1988.
- Marital status   :   Married.
- Languages Known   :   Fluent in English, Tamil and Malayalam.
- Passport No   :   K 5682670.
- Visa Status   :   Visit Visa (Valid up to 28th Feb 2022).
- COVID-19 Vaccination Status :   The Oxford-AstraZeneca (Two Doses Completed)

Declaration:

I hereby declare that the above mentioned information's are true to the best of my knowledge and belief.

Place   :   Sharjah (UAE).   **Ancy Leo Antony.**
References   :   Available upon request.