



# ANUSREE KS

## PROFESSIONAL SUMMARY

" Dedicated and detail-oriented professional with extensive experience in accounting, office management, and administrative support. Adept at managing financial transactions, preparing accurate reports, and implementing efficient office systems. Proven ability to handle multiple tasks with precision, from financial record-keeping and invoicing to coordinating schedules and liaising with clients and vendors. Strong organizational skills and a commitment to maintaining high standards of confidentiality and compliance."

## WORK EXPERIENCES

### ASSISTANT ACCOUNTANT CUM ADMIN(AUG 2021 - DEC 2023)

#### ARCH CONSTRUCTIONS, KOOTTANAD

- Managed office operations, including scheduling, correspondence, and documentation.
- Coordinated meetings, travel, and project support for senior management and teams.
- Handled client and vendor communications, resolving issues and facilitating interactions.
- Assisted with financial tasks such as processing invoices and tracking expenses.
- Planned company events and managed office supplies and inventory.
- Implemented process improvements to enhance efficiency and workflow.
- Assisted with day-to-day accounting tasks, including data entry and account reconciliation.
- Managed invoicing, billing, and collection processes to ensure timely payments.
- Supported financial reporting and maintained accurate records of transactions.
- Processed purchase orders and tracked inventory to support operational needs.

## ADDITIONAL INFORMATION

- Manual and practical training - (Manual Accounting, Tally Prime)
- G - TEC Education Center, Pattambi Kerala.

## LANGUAGES

- English
- Malayalam

## CONTACT

- 056 5427584
- anoosprajin@gmail.com
- Muwaila Sharjah, Uae

## EDUCATION

- BACHELOR OF COMMERCE(B.COM)
- HIGHER SECONDARY
- SSLC

## AREA OF INTEREST

- Accountant
- Office Staff
- Admin

## SKILLS

- Office Management
- Scheduling & Coordination
- Documentation & Reporting
- Financial Administration
- Communication skills
- Time management
- Quick Learner
- Team Collaboration
- Problem - solving
- Adaptability

## DIGITAL SKILLS

- M. S. Office
- PGA - Professional Gulf Accounting
- QUICKBOOKS
- PEACHTREE
- VAT
- payroll

## PERSONAL DETAILS

- Date of Birth : 12/05/1992
- Sex : Female
- Nationality : Indian
- Passport No : N1065411
- Passport Expiry : 15/07/2025
- Marital Status : Married