

# Anjini Ajikumar

## Accountant

Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality services, Preparation of Quotation, Purchase order, Preparing daily cash reports, Bank reports, PDC Registers, Petty Cash statements & Assure liquidity position of the company. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements.



### PERSONAL DETAILS

Mobile No +971 502723786  
Email ID anjiniajikumar21@gmail.com  
Address Sharjah, UAE  
Nationality Indian  
D.O.B 26<sup>th</sup> August 1996  
Marital Status Married  
Visa Status Residence Visa

### ACADEMIC CREDENTIALS

2018 **Bachelor of Commerce**  
Amritha University, Kochi, Kerala

2015 **Higher Secondary**  
Board of higher Secondary  
Examinations, Kerala

2013 **Secondary School**  
Board of Public Examination,  
Kerala

### CERTIFICATIONS

2018 **Certified Financial Accountant**  
The Institute of Accountants  
kerala

### COMPUTER PROFICIENCY

- Tally Erp 9
- QuickBook
- Spreadsheet
- MS Office

### LANGUAGES KNOWN

- English
- Malayalam

### PASSPORT DETAILS

Passport No : R8049264  
Date of Issue : 15/01/2018  
Date of Expiry : 14/01/2028  
Place of Issue : Cochin

### KEY SKILLS

- Tax Computing
- Payroll
- Prepare Accounting Reports
- Analytical Skill
- Budgeting
- ERP Implementation
- Auditing
- Invoicing
- Prepare Financial Statement
- Spreadsheet
- Reconciliation
- Preparing Ledger

### EXPERIENCES

#### ❖ JUNIOR ACCOUNTANT 15-Dec-2019 TO 20-Mar-2021 AL MUFEED KITCHEN INDUSTRIES LLC | SHARJAH, UAE

- Prepare and maintain accounting journals, ledgers and other financial records.
- Preparation of Quotation, Purchase order (LPO) & coordinating with customers and suppliers.
- Prepares daily cash reports, Bank reports, PDC Registers, Petty Cash statements & Assure liquidity position of the company.
- Manage A/R, A/P & Outstanding by reconciling of customers/vendors accounts, & maintain ageing reports.
- Maintains and balances Banks & subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Prepare inventory ledger, Stock Register and physical stock verification.
- Develop, manage and maintain comprehensive Payroll records employee benefits by calculating deductions and earnings.
- Perform Periodical closing procedures and closing related duties.
- Maintain Chart of Accounts and prepare periodical Financial statements such as , Income Statement, Balance Sheet & Cash Flow Statement.
- Maintaining Fixed Asset register & process depreciation schedules.
- Performs related duties as assigned.

#### ❖ AUDIT ASSISTANT 02-July2018 TO 05-Sep-2019 RAJANEESH R & CO CHARTERED ACCOUNTANT FIRM | ALAPPUZHA, KERALA

- Assist in planning and executing financial and operational audits of client organizations.
- Participate in the preparation of audit programs, testing plans, and audit procedures to ensure compliance with accounting standards and regulations.
- Conduct fieldwork in accordance with the audit plan and perform tests of controls and substantive procedures to identify risks and control deficiencies.
- Review and analyze client accounting records, financial statements, and other relevant information to assess compliance with applicable laws, regulations, and accounting principles.