

Accountant with 2 Years of Professional Experience



ANJINI AJIKUMAR

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PERSONAL STRENGTH

- Analytical/Research Skills
- Planning/Organizing
- Adaptability/Flexibility
- Self-Confidence
- Strategic thinking
- Delegating skills

OBJECTIVES

To achieve a professional growth in the field of **Accounting & Finance** by imparting and gaining knowledge in the company I would work with.

WORK EXPERIENCE

JUNIOR ACCOUNTANT - DURATION 15ND DECEMBER 2019 TO 20TH MARCH 2021 AT AL MUFEED KITCHEN INDUSTRIES LLC. SHARJAH, UAE.

AUDIT ASSISTANT - DURATION 2ND JULY 2018 TO 5TH SEPTEMBER 2019 AT RAJANEESH R & CO CHARTERED ACCOUNTANT FIRM , ALAPPUZHA , KERALA

EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce (TAXATION AND FINANCE):**
AMRITA VISHWAVIDHYA PEETHAM UNIVERSITY –
AMRITA SCHOOL OF ARTS AND SCIENCE , KOCHI ,
KERALA 2015 - 2018
- **Certificate in CERTIFIED FINANCIAL ACCOUNTANT**
(THE INSTITUTE OF ACCOUNTANTS ,KERALA), 2018
- **HIGHER SECONDARY EDUCATION**

KERALA STATE BOARD –NS HIGHER SECONDARY
SCHOOL, NEDUMUDY , ALAPPUZHA , 2013 -2015
- **HIGH SCHOOL**

KERALA STATE BOARD - IDEAL ENGLISH HIGHER
SECONDARY SCHOOL , KADAKASSERY ,
MALAPPURAM ,2013

IT SKILLS

- **MS Office Packages**
- Familiar with **Microsoft Excel**
- **Accounting Package-Tally ERP 9.**

JOB PROFILE

- 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

PERSONAL DETAILS

Date of Birth	: 26/08/1996
Gender	: Female
Nationality	: Indian
Marital Status	: Married
Language Proficiency	: English, Malayalam
Passport No	: R8049264
Visa Status	: Residence

REFERENCE

Reference will be provided on Demand