

# 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 15<sup>ND</sup> DECEMBER 2019 TO 20<sup>TH</sup> MARCH 2021 AT AL MUFEED KITCHEN INDUSTRIES LLC. SHARJAH, UAE.

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

### EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce (TAXATION AND FINANCE):** AMRITA VISHWAVIDHYA PEETHAM UNIVERISITY – AMRITA SCHOOL OF ARTS AND SCINENCE , 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