



NEETHU ANTONY

JUNIOR ACCOUNTANT

neethufivin@gmail.com

Sharjah, UAE | +971 521372093

Detail-oriented and results-driven Junior Accountant with expertise in managing financial transactions, tax filings and financial reporting. Proficient in Tally ERP and MS Excel with strong knowledge of statutory regulations such as GST. Skilled in preparing financial reports, reconciling bank statements, and supporting audits. Adept at coordinating with internal teams, clients, and auditors to ensure smooth financial operations. Known for excellent organizational skills, attention to detail, and the ability to manage multiple tasks in fast-paced environments.

PROFESSIONAL EXPERIENCE

JUNIOR ACCOUNTANT

Oct 2023 - Mar 2025

DRUG LINK PHARMACEUTICAL DISTRIBUTORS | Kerala

- Managed day-to-day financial transactions, ensuring accuracy and compliance with company policies and regulatory standards.
- Processed and recorded invoices, payments, and receipts in accounting software.
- Reconciled bank statements and handled discrepancies to ensure accurate financial records.
- Assisted in preparation of monthly, quarterly, and annual financial reports
- Ensured proper filing and documentation of financial records, supporting future audits and compliance checks.

JUNIOR ACCOUNTANT

May 2021 - May 2022

SMARTBIZ AUDITING | Dubai

- Prepare and update financial statements.
- Reconcile bank statements.
- Posting journal entries.
- Assist in the processing of the Balance sheet.
- Update financial data in a timely manner

AUDIT ASSISTANT

Nov 2019 - Dec 2020

CHEERAN VERGHESE & CO. CHARTERED ACCOUNTANTS | Kerala, India

- Assisted in maintaining client accounts, general ledger, and day- to-day financial transactions.
- Prepared and filed GST returns (GSTR-1, GSTR-3B) for various clients across industries.
- Supported statutory audits by preparing working papers and reconciling financial statements.
- Communicated with clients to collect financial documents, clarify discrepancies, and deliver reports.
- Used Tally ERP and MS Excel for data entry, financial reporting, and reconciliation tasks.
- Ensured timely compliance with Income Tax and ROC filing deadline

PROFESSIONAL SKILLS

- | | |
|------------------------|-----------------------------------|
| • Tally ERP | • Tax compliance & Filing |
| • Audit Support | • Bank Reconciliation |
| • MS Office | • Time Management |
| • Document Management | • Communication & Problem-Solving |
| • Financial Statements | • Attention to details |

EDUCATION

Master of Commerce (M Com) Don Bosco College, Thrissur | 2018

Bachelor of Commerce (B Com) Vimala College, Thrissur | 2016

CERTIFICATION

Master in Taxation, WHRDE, Thrissur | 2019

Diploma in Computer Application, Keltron, Thrissur | 2017

TECHNICAL SKILLS

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|-------------------|-----------------|
| • Tally ERP | • Quick Books |
| • Microsoft Excel | • Google Sheets |

LANGUAGES

- | | |
|-----------|-------------|
| • English | • Malayalam |
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PERSONAL DETAILS

DOB: 19.10.1994

Passport Number: P9115200

Nationality: Indian

Visa Status: Spouse Visa