



ANSHAD KT

ACCOUNTS MANAGER

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SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.



EXPERIENCE

Account's Manager

CALICUT HOSPITAL AND NURSING HOME *Sep 2021 - Present*

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Filing GST returns.
- Manage petty cash.
- Accurately calculate deductions and process payroll.
- Evaluate employee expense reports and verify accuracy.
- Help prepare month-end, quarterly and year-end closings.
- Follow up clients for financial matters such as payments due.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Preparing Monthly tax summery.
- Manage Cash and Bank Accounts accurately.
- Reconcile cash,bank,accounts payable,accounts receivable etc.

Account's Trainor

METIX SOFTWARE SOLUTIONS *Aug 2020 - Sep 2021*

- Teach -How to prepare accounts in Metix software to clients.

ACCOUNTANT

MRK FACTORY OUTLET *Feb 2020 - Sep 2021*

- Manage Petty cash.
- Accurately calculate deductions and process payroll.
- Preparing monthly summery.
- GST Filling.
- Reconcile cash,bank,accounts payable,accounts receivable etc..
- Evaluate employee expense reports and verify accuracy



SKILLS

Quickbooks	■ ■ ■ ■ ■
Ms Office	■ ■ ■ ■ ■
Teamwork	■ ■ ■ ■ ■
Communication	■ ■ ■ ■ ■
Peachtree	■ ■ ■ ■ ■
TALLY	■ ■ ■ ■ ■



LANGUAGES

English	■ ■ ■ ■ ■
HINDI	■ ■ ■ ■ ■
ARABIC	■ ■ ■ ■ ■



EDUCATION

Bachelor's in Commcerce

Calicut University

Feb 2017 - May 2019

MASTER OF ACCOUNTING

KERALA University

Aug 2019 - Jan 2020