



ANANDHU P

Committed and detail-oriented accounting professional with **3 years of experience**, including **2 years in the jewellery industry** and **1 year as a junior accountant in a marketing company**. Proven track record of meeting company goals through consistent, organized work practices and a solid understanding of accounting principles. Skilled in managing financial records, bank reconciliations, and inventory tracking. Proficient in MS Excel, and other accounting tools. Known for performing well under pressure and quickly adapting to new challenges and environments.

CONTACT

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Present Address: ABU DHABI

SKILLS

- Book keeping
- Reconciliation and reporting
- Market analysis & financial reporting
- Accounts receivable tracking
- Accounts payable management
- Organize and maintain a proper archive system
- Handle the daily management and inventory of fixed assets
- Control the inventory of material values

COMPUTER PROFICIENCY

- MS EXCEL,MS WORD
- TALLY PRIME
- PEACHTREE
- TRADE EASY
- QUICK BOOKS

PERSONAL DETAILS

Date of birth : 21/02/2000

Nationality : India

Gender : Male

PASSPORT DETAILS

Passport No : C4616058

Visa status : Visiting

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

WORK EXPERIENCE

- **ACCOUNTANT | 02 FEB 2023 – 06 MAR 2025**
Beauty Mark Gold and Diamonds, Ponnani Malappuram, Kerala
- Assisted the HR department in payroll processing, including data entry, salary calculations, and ensuring timely and accurate disbursements.
 - Reconcile bank statements and company accounts regularly to ensure accuracy
 - Provide documentation and support during internal external audits
 - Assist in the processing of financial statements according to legal and company accounting and financial guidelines.
 - Post receivable and payables transactions accurately and maintain up to date ledgers.
 - Helps businesses make financial decisions by collecting, tracking and correcting company finances.
 - Record daily financial transactions, including purchases, sales, receipts and payments
 - Complain and presenting data to investors and senior management ,ensuring informed decision making
- **JUNIOR ACCOUNTANT | 01 AUG 2021 – 25 JULY 2022**
MI Life Style Marketing LTD Vatakara, Calicut
- Ensure timely booking of all invoices & payments and keep financial records updated.
 - Performing general office tasks, including filing, photocopying, emailing, and typing, to support daily operations.
 - Sending order on the basis of stock analysis.
 - Answering customer inquiries resolving issues and encouraging customer to go paperless.
 - Analyze transaction histories, identify discrepancies and reconcile accounts

EDUCATION

- **FINANCIAL ACCOUNTING**
Sree Sankaracharya computer centre vatakara | 2022 - 2023
- **B COM WITH CO-OPERATION**
Calicut University | 2017 - 2020

