

ANNIE FABIOLA

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EXPERIENCE

ENVERTIZ CONSULTANCY PVT LTD, ERNAKULAM
FINANCIAL ACCOUNTANT (MARCH 2021 – NOVEMBER 2022)

- Handling statutory compliance like Income Tax Act, Companies Act, PF and ESIC and GST returns filling in a timely manner.
- In charge of the Finance & Accounting function.
- Responsible for implementing the group policies and procedure or at par with management instructions.
- Reconciliation on Bank, Sundry Creditors and Debtors, Income and Expense, Inter Company and customer and suppliers and other financial aspects.
- Responsible for working capital management and banking operations like working capital management, preparation and submission of reports to banks for OD, Bank guarantees, Letter of Credit and trade banking etc.
- Customer timely billing and follow up for Accounts Receivable and Payables as per payment terms.
- Fund management and responsible for managing the cash flow at the Divisional level.
- Preparation on MIS, cost report, budgeting, forecasting, Macroeconomic and Foreign export report and other financial plans.
- Investment planning of funds in Fixed Deposit, Forex and Indian trade and other investment benefits schemes. Including meetings Short and long term funding needs and managing treasury functions.
- Manage aspects of risk through accounting, auditing up to Finalization of accounts associated with the Auditor and team.

SQUAD INFORMATIONS AND SYSTEMS PVT LTD,
BANGALORE
FINANCE MANAGER - THREE MONTHS (OCTOBER 2020 – JANUARY 2021)

EDUCATION

- ACCA (Association of Chartered Certified Accountants)
- Master In Business Administration (Finance & HR) from Rajagiri School of Management Studies
- Bachelor of Computer Application from IGNOU University
- Bachelor of Commerce from Rajagiri College of Management And Applied Sciences
- Plus Two from St.Antony's H.S.S, Kacherippady
- S.S.L.C from St.Antony's H.S.S, Kacheripady

SKILLS

Leadership	Problems solving
Time management	Teamwork
Data Analysis	Communication

RESPONSIBILITIES

- Responsible for coordinating with the finance team in turn helping them to meet their targets.
- Responsible for rendering good products and services to the clients.

- Maintain accounts system and banking relationships
- Prepare and present financial reports, including for submissions to relevant government entities
- Work with executives and business heads to prepare budgets and track profit/loss performance by business unit and on consolidated basis (Worldwide)
- Liaise with other business units on a range of issues relating to finances
- Arrange and liaise with company secretaries in Singapore, Malaysia, India, Hong Kong, Philippines, United States, Netherlands, Australia, Japan, Thailand, South Korea, Indonesia, Nepal) for financial audits and tax filings.
- Manage payroll and EPF matters , GST and TD returns
- Maintain and transfer money between bank accounts as required
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance activities
- Strong knowledge of all statutory legislation and regulations
- A solid understanding of financial statistics and accounting principles
- Experience in liaising with and managing international clients

ALIGN BUILDERS, ERNAKULAM

FINANCE AND ACCOUNTS MANAGER, THREE YEARS AND FIVE MONTHS (APRIL 2017 - SEPTEMBER 2020)

- Accounts in Tally, Maintaining Vouchers, Banks Reconciliation, Payroll etc.
- Independently handling GST filing, TDS, PF, ESI
- Finalization of Accounts.

GODREJ & BOYCEE MFG PVT LTD,

ACCOUNTS MANAGER – SIX YEARS AND EIGHT MONTHS (JULY 2011 – FEBRUARY 2017)

- Accounts in Tally and Software Indigo.
- Maintaining ledger, Petty Cash, Staff Records , stock records etc.
- Maintaining good relationships with the existing clients and meeting their requirements.
- Sales Tax , Service Tax , TDS
- Associated to Company secretary

- Conducting knowledge transfer programs every month for the finance team which enhances them in technical skill.
- Coordinating with all internal departments of the organization.
- Strong positive attitude and quick adaptability and flexibility with work.
- Possesses good Communication skills and Leadership Qualities.
- Self-starter and seeks new challenges and responsibilities.
- Ability to organize and prioritize the tasks and work under pressure.
- Possessing a strong will to develop the spirit of teamwork.
- Ability to work both independently and as part of a team with professionals at all levels.

LANGUAGES

English, Malayalam, Hindi and Tamil

Father's name : Late.N.L.Joseph

Date of Birth : 4th September, 1987

Hobbies: Reading Books & Internet Browsing.

Languages : English, Malayalam, Hindi

Permanent Address : Nayattil House, Malippuram P O, Ernakulam

PROJECTS

Title A Study on Investor Relationship
Client SMC Computershare Private Limited
Duration 45 Days

Date :
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The project entitled “A Study on Investor Relationship” is a study of various aspects related to the company and its peer groups, by a thorough analysis on mutual funds holdings, financial statements and the research reports. It is confined to the analysis of companies’ position in terms of investments by the investors using comparative statements, which includes the fund holding statement, income statement, balance sheet and key financial ratios. A variance analysis is done to know the financial performance of the company.

Actively participated in organizing the seminars on

“Equity Valuation”

“Changing Trends In Financial Markets”

- Undertook as event coordinator for the cultural event “ANUSMRITI” conducted in our institution.