

# ANOOP RAJ. R.V

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## CAREER OBJECTIVE

Seeking suitable accounts position in accordance with my professional experience qualification and skills gained over the year to full extends for development there by contributing to the over all growth and profitability of the organization as well as attaining self-growth in career.

## WORK EXPERIENCE

*Accounts Executive*

**Fi-Tec Power Solution (P) Ltd**

**Jan 2019 – July 2020**

*Accounts Trainee*

**Prompt Solutions**

**May 2018 – December 2018**

***Total Work Experience : 2.5 years***

**Organization : Fi Tec Power Solution (P) Ltd**

**Designation : Accounts Executive**

### **Nature of works :**

- Maintaining Petty Cash and tallying the same on daily basis.
- Maintaining and updating Cash Registers and Bank Transactions.
- Reconciliation of bank accounts.
- Handling Accounts Payable and Accounts Receivable & Clearing and Forwarding Bills
- Tracking payments made in advance and outstanding payments.
- Periodic cost analysis of various departments.
- Reconciliation of Debtors and Creditors statements.
- Processing online payments of the organizations.
- Preparation of Payroll of staff and payments of the same.
- Handling Direct and Indirect Taxes, TDS, GST and other Taxation matters and their periodical. Payments and filing tax returns as per their Due Dates.
- Preparation of income & expenditure statements.
- Preparation of inward & outward remittance.
- Preparation and Maintenance of Statutory Books of Accounts.
- Assisting the team for the finalization of Accounts -Preparation of Balance Sheet and Profit and Loss Account.
- Processing and booking items in Tally.
- Liaise with Vendors & Suppliers for transactions
- Inventory Management.
- Cost checking of materials.
- Periodic verification of stock status report.

**Organization : Prompt Solutions**

Designation : Accounts Trainee

**Nature of works :**

- Prepare accounting records under the guidance and supervision of accounting supervisors.
- Watch accountants prepare tax returns and compute taxes owed.
- Understand compliance with tax requirements.
- Observe accountants advising clients regarding compensation, estate plans, and employee health care benefits.
- Help accountants develop budgets using periodic reports; assist with budget maintenance and analysis.
- Shadow accountants providing litigation support for financial issues and representing clients in tax matters.
- Copy, scan, and file documents electronically and via physical copies.
- Learn computer technology for document record keeping.

**EDUCATION**

- 2018- B.com Commerce Tax Procedure & Practice from Christ college Trivandrum, Kerala, India.
- +2 / HSE (Biology Science).
- SSLC / TENTH.
- MAC ( Master Of Accounting Corporation) in KCSM – Trivandrum, Kerala, India.

**SKILLS**

**TALLY, PEACH TREE, QUICK BOOKS, MS OFFICE, Inventory Management Software's**

**PERSONAL PARTICULARS**

Sex : Male  
Date of birth : 16<sup>TH</sup> December 1995  
Father's name : Rajagopal  
Nationality : INDIAN  
Marital status : Single  
Religion : Hindu / Vishwakarma  
Passport No : T 9898477  
Emigration Status : ECNR  
Languages known : English, Tamil, Malayalam & Hindi  
Native Place : Trivandrum / Vizhinjam - 695521

I **ANOOP RAJ. R.V**, hereby declare that the above-mentioned information are true and correct to the best of my knowledge.

**References:**

**Hari Kurup (Functional Manager)**

**Fi-Tec Power Solution (P) LTD**

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**Anoop Raj R V**

