

Curriculum Vitae



Mobile : +91 9946419109

Address: Karthika, Alarthala, Powdikonam
Sreekaryam, TVPM -695588

E-mail : anusrisylam@gmail.com

Objective: Intend to build a career with reputed and esteemed organization with committed and dedicated people, which will help me to explore myself fully & realize my potential. Willing to work as key player in a challenging & creating environment I have previous experience in corporate accounting and small business accounting. I have excellent interpersonal and communication skills, with creativity and hard work.

FUNCTIONAL AREAS

ACCOUNTING

- Maintenance of Books of Accounts
- Receivables & Payables Accounting

FUNDS MANAGEMENT

- Cash Department in-charge and Cashier job.
- Bank facilities, liaison with banks.
- Ensuring all payments are made in time with the contracts entered and strictly As per the agreed terms and conditions

MANAGEMENT INFORMATION SYSTEM (M.I.S)

- Preparation of Monthly MIS reports for management monitoring
- Introduction of systems / records coordinating with various Departments

COMMERCIAL MATTERS

- Customer invoicing, D/Notes and C/Notes

INSURANCE

- Cover for contracts, factory, workmen and staff, vehicles, equipment's and Materials

ADMINISTRATOR

- Preparation of monthly payroll.
- Personnel administration.
- Preparation and submission of ESIC, EPFO, & E-way bill's

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce University of Kerala (Co-operation)
- Pre-Degree (Commerce) University of Kerala

TECHNICAL QUALIFICATION

- Diploma in Computer Application
- Diploma in Professional Accounting
- Tally ERP 9
- MS-Office

EXPERIENCE

Aug-2018 to Mar-2019 | Accountant

Intrepid Works Pvt Ltd- Arattuvazhi (Mahindra Dealership)
Alappuzha, Kerala

Apr-2009 to JUL-2018 | Accountant

Nakshathra Silks, Haripad
Alappuzha, Kerala

Feb-2006 to Apr-2008 | Accounts assistant

Kalyan Silks Trissur Pvt Ltd,
Ernakulam, Kerala

DUTIES & RESPONSIBILITY

- Responsible for sales tax and all types of accounting work and preparing all types of sales invoices (material and servicing invoice)
- Maintenance of books of accounts, sales, purchase, receipts, payments, daily book keeping. Vouchers entries, party bills checking, debit note, credit note, reconciliation of party statements & confirmations with various teams for clearance of old recoveries & settlements of advances, GST,TDS,EPFO & ESIC preparation, processing of expenses bills.
- Reconciliation of bank statements & maintain FD accounts.
- Making vouchers for bank transitions.
- Inter companies funding through cheques, RTGS, NEFT etc...
- Produces payroll by initiating computer processing, printing cheques, verifying finished product. Completes external audit by analysing and scheduling general ledger accounts, providing information for auditors.
- Secures financial information by completing database backups.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Review and recommend modifications to accounting systems and procedures.

PERSONAL DETAILS

Name : Anaswara S kumar

Husband name : Viswaharsh

Date of birth : 21-May-1983

Nationality : Indian

Sex : Female

Marital status : Married

Language : Malayalam, English, Hindi

Permanent Address : Sreesylam, Cheruthana P.O
Ayaparampu, Haripad,
Alappuzha, Kerala-690517.

PERSONAL INTERESTS

Travelling | Reading | Yoga | Music

References are available on request.

- Abdul Rasheed Kunju
Proprietor
Nakshathra Silks, Haripad.
Ph. +91 9847964926

DECLARATION

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief, in the event of any information being found false or incorrect, my candidature will be liable to be cancelled.

Anaswara .S. Kumar