**ANU MATHEWS**

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**|Objective|**

Seeking a position in Accounts with a well-known organization, where I can utilize my experience and skills.

**|Highlights of Qualifications|**

1. Six years experience as an Accountant in U.A.E
2. Experienced in MS Office and Accounts package- Peachtree & Tally ERP 9
3. Four years experience in Accounting & Auditing in India.
4. Dedicated & honest worker, having strong sense of responsibility,

capable of handling work independently.

1. Co-operative and friendly approach towards work and people.
2. Well experienced in all works related to Accounts, Purchase, GST and TDS.

**|Education|**

* 1998 M Com (Master of Commerce) from Mahatma Gandhi University, Kerala.
* 1995 B.Com (Bachelor of Commerce)from Mahatma Gandhi University, Kerala.
* 1999 PGDCA (Post Graduate Diploma in Computer Application) from IHRD, Kerala.

**|Languages|**

* English, Hindi & Malayalam

**|Work Experience|**

* Five years experience as an Accountant in Al Nahda Building Cont.Est., UAE.
* One year experience as Senior Accountant in Southgate group, Tvm.
* Seven months as Accounts Officer in Avantika Interior Systems,TVM.
* Six months as Accounts Executive (ITL Group of Companies UAE)
* Two years as Accounts Assistant and Six months as Transaction Supervisor

in Amset group, Trivandrum.

* Two years as Computer Teacher in Baselios Higher Secondary School,Kottayam.
* Three months experience as Commerce Guest Lecturer in K.G. College, Kottayam.

**Job Responsibilities included**

1. Monitoring and maintaining accounting functions and generates financial reports.
2. Handling Petty cash & preparing petty cash statement and updating Bank

position regularly, Reconciliation of Bank Accounts & co-ordination with auditors.

1. Co-ordinating with Site Engineer & Supervisors for operating site work.
2. Preparation of weekly & monthly reports and statements for the management.
3. Preparation of salary sheet & WPS payroll.
4. Handling Purchase & Preparation of Local Purchase Orders.
5. Experience in GST and TDS related works.
6. Preparing Journal Vouchers, Payment Voucher & Receipts.
7. Maintain Books of Accounts, such as Debtors, Creditors.
8. Establishing credit terms with local suppliers and customers.
9. Monitoring Accounts Receivable, Payables & Expense Recording
10. Preparation & Analysis of ageing debtors and creditors and follow up for payments.
11. Co-ordination with banks for all kinds of transactions.

**|Personal Details|**

Date of Birth : March 5th 1975

Nationality : Indian

Religion : Christian, Marthomite.

Marital Statu : Married