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| ***ANISH K MATHEW*** | Email:anishkmat82@gmail.com  Mob. no +917902991632 |

**PERSONAL SUMMARY**:

An Adaptable, self-motivated & hard working finance professional holding strong academic credentials and having an experience of over 8 years in handling accounting & finance function for dynamic organizations in India. Presently looking for growth avenues to further a disciplined career in accounting & finance department of an ambitious & expanding company. The prime focus is to get associated with a reputable brand that would utilize my skills and competencies in the most effective manner, which will lead to the growth of the company.

**ACADEMIC QUALIFICATIONS*:***

**Master’s in Business Administration** (**MBA),** Finance & Marketing (2006) from *Bharathiar University, Coimbatore, India*

**Bachelors in Commerce** (**B.COM**) Advanced Accounting Major (2004) *From Kerala University, Kerala, India*

**Pre – Degree (Commerce**) (2000) *From Kerala University, Kerala India*

###### Project Work

“A study on Cost – Volume Profit Analysis of Indroyal Craft Pvt. Ltd., Thiruvananthapuram” India.

###### WORK EXPERIENCE

###### ROYAL TOUCH CONTRACTING- DOHA, QATAR

***SR. ACCOUNTANT Mar2016 to September 2019***

**Job Profile**:

* Handle all Accounts payable & Receivable’s functions.
* Doing Bank reconciliations on a regular basis after collecting or down loading the bank statements.
* Performing all Client & supplier Reconciliations on weekly & monthly basis
* Solving queries of clients related to invoices & other accounts.
* Collection of outstanding from clients on weekly & fort night basis through cheques or online transfers.
* Preparation of various MIS Report –Revenue Accruals, Accounts receivables, Accounts payable, group wise sales performance , staff performance report , profit & loss a/c and providing the same to seniors who are Involved in decision making function.
* Managing funds in Banks, Fund Transfer etc…
* Assisting the auditors in Finalization of Balance Sheet & Profit & Loss Account and other audit works at financial year end.
* Assisting in all Payroll related works...
* Secures financial information by completing data base backups.
* Maintains Finance by follow-up with branches & agents
* Preparing payments by verifying documentations and requesting re imbursement.
* Client and supplier Handling

###### AKBAR TRAVELS OF INDIA PVT LTD- New Delhi, India

###### *ACCOUNTANT Dec 2007 to Sept 2015*

Akbar travels is one of the leading travel management company in India, it also has 57 IATA & non IATA branches across the world & are engaged in holiday packages, Air ticketing, visa service, foreign exchange since 1978.

**Job Profile**:

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* Managing funds in Banks, Fund Transfer etc…
* Assisting the auditors in Finalization of Balance Sheet & Profit & Loss Account and other audit works at financial year end.
* Assisting in all Payroll related works...
* Secures financial information by completing data base backups.
* Maintains Finance by follow-up with branches & agents
* Preparing payments by verifying documentations and requesting re imbursement.
* cash Handling

**IAT PROFESSIONAL CAMPUS**

IAT is one of the emerging professional institute which offers many financial courses to students as well as professionals, it offers professional courses like FOREIGN ACCOUNTING and other short term finance courses.

***ACCOUNTS ASSISTANT May 2006 to Nov 2007***

**Job Profile:**

* Maintaining cash balance & using it in all financial activities
* Assisting in preparation of all financial statements, cash reports & invoices etc..
* Assisting in all process relating for internal auditing.
* Filing all the documents in proper files & producing the same to auditors or decision makers of the organization Whenever required
* Follow up of all receivables.

###### COMPUTER PROFICIENCY:

###### MS OFFICE MS- EXCEL

###### Accounting Package- Tally 9

###### Internet and Outlook Express.

###### Travel excel, IBOSS

###### PERSONAL STRENGTH:

* Ability to get along with people and to organize teamwork and motivate subordinates to work in a cohesive manner.
* Ability to work effectively under stress and adverse conditions with cool mind
* Ability to inculcate honesty, loyalty and sincerely towards work and the organization among employees.
* Good communication skills, self-confidence, Hard working
* Quick learner, self-motivated, Adjustability

###### PERSONAL INFORMATION:

Date of Birth : 17 June, 1982

Marital Status : Married

Passport no : R2438893

###### LANGUAGES KNOWN:

* English , Hindi, Malayalam, Tamil

###### HOBBIES:

* Playing cricket, watching TV, movies, Reading books, Travelling.

***Declaration****: I do hereby declare that all the information given above is true to the best of my knowledge and belief.*

Signature

Place:

Date: