

# ALAN ENIGO

## SUMMARY

Resourceful Accounting professional with Number years of experience in audit preparation and reporting. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Job Title position. Ready to help team achieve company goals.



## WORK HISTORY

**Accountant, 08/2022 - Current**

**SAKTHI GEAR PRODUCTS PVT LTD - COIMBATORE**

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Journal register, purchase register, sales register, payment register.
- Accounts payable and receivable.

## CONTACT

**Address:** COIMBATORE 641006

**Phone:** 6369159388

**Email:** alanenigo7@gmail.com

## SKILLS

- Administrative support
- MS Office Suite
- Schedule Management
- TALLY ERP9

## EDUCATION

**BACHELOR OF COMMERCE, COMMERCE, 09/2022**

**PPG COLLEGE OF ARTS AND SCIENCE - COIMBATORE**

**HSC, ACCOUNTS, 03/2019**

**GOV.HER.SEC.SCHOOL - TRICHY**

**SSLC, 03/2017**

**DON BOSCO HIGH SCHOOL - TRICHY**

## HOBBIES

I like to watch and play football and cricket

## LANGUAGES

**Tamil:** First Language

**English:** A2

Elementary