



## LEO JOHNSON

Accountant

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### Summary

Dedicated and detail-oriented accounting professional with hands-on experience in managing financial operations, reporting, audits, and GST compliance. Known for maintaining accurate records, improving accounting systems, and supporting business growth. Focused, reliable, and committed to delivering results in dynamic work environments.

### Experience

#### NOSTER ASSOCIATES PVT LTD

Kerala, India

Assistant Accountant

07/2022 - Present

- Spearheaded end-to-end financial management for five parent companies under a unified accounting system, ensuring accuracy, compliance, and timely reporting.
- Led full-cycle accounting operations, including financial reporting, budgeting, and reconciliations to ensure accuracy and compliance.
- Prepared monthly financial statements and handled GST filing.
- Implemented internal control systems and accounting policies to enhance operational efficiency.
- Managed vendor and customer accounts, ensuring timely payments and collections through effective reconciliation strategies.
- Executed all financial operations using Tally ERP, ensuring accuracy and timely reporting.

### Education

#### University of Calicut

Kerala, India

Bachelor of Commerce(Finance)

2018 - 2021

#### Institute of Cost Accountants of India (ICMAI)

Kerala, India

CMA Intermediate (Coursework completed, exams pending)

2018 - 2021

### Skills

#### Technical Skills:

Tally ERP • MS Excel • Zoho Books • Microsoft Word • Financial Reporting • GST Filing & Compliance • Accounts Payable/Receivable • Bank Reconciliation • Ledger Scrutiny • Internal Auditing • Cash Flow Management

#### Soft Skills:

Attention to Detail • Time Management • Problem-Solving • Team Coordination • Communication Skills • Adaptability • Integrity • Multitasking • Work Ethics • Analytical Thinking

### Languages

ENGLISH

MALAYALAM

TAMIL