

## CONTACT

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## CAREER OBJECTIVE

Seeking a prospective role in Accounts in an organization of repute where I can effectively utilize my knowledge, skills and competencies for organizational as well as individual growth.

## EDUCATION

- MSc Professional Accounting  
University of East London | 2022 - 2023  
Grade- Distinction
- MBA Finance  
Pondicherry Central University | 2018 - 2021  
Grade- 60%
- Bachelor of Business Management  
Mangalore University | 2012 – 2015  
Grade- 68.63%

## CERTIFICATIONS

- Institute of Chartered of India 2016  
Completed training in Information Technology at ICAI

## ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, Power point)
- Quickbooks
- Winman CA- ERP Software
- IFS
- Agility

# ANJU JOHNY

## ACCOUNTANT

### WORK EXPERIENCE

#### ORDERING & BILLING ASSISTANT

EMCOR UK FM CONTRACT WITH UNITED UTILITIES | JUL 2023 - PRESENT

- Raising purchase requisitions and orders and verifying the quotes from the subcontractors
- Supporting project managers for maintaining documentations and ensuring necessary resources are available to complete the project.
- Interrogating CAFM system, IFS
- To assist in preparation of monthly KPI reports on contract activities
- Running of customized data report from different software packages as required
- Assisting the project scheduling team

#### ACCOUNTS ASSISTANT

CN PARTNERS LLP – BANGALORE | MAR 2020 - DEC 2021

- Payroll processing
- Account Payables and Account Receivables.
- Handling General Accounting and Statutory Compliance
- Reconciliation of Bank
- Preparation of Balance Sheet

#### CA ARTICLESHP TRAINING

CN PARTNERS LLP – BANGALORE | JUL 2017 - MAR 2020

- Reconciliation of Bank
- Preparation of Balance Sheet
- Preparation of Balance Sheet
- Filing of Income Tax Returns
- Payroll processing for India clients

#### CA ARTICLESHP TRAINING

JAYAKUMAR GEORGE & ASSOCIATES, TRIVANDRUM | FEB 2016 - OCT 2016

- Involved with Internal Audits
- Preparation of Balance Sheet
- Filing of Income Tax Returns