

ANJU JACOB



Personal Info

Address

Sharjah, UAE

Email

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Phone

+971568893661

Marital status

Married

Citizenship

Indian

Passport No

T5010627

Visa Status

Visit visa

Duties & Responsibilities

Bank Reconciliation

Inventory Management

Cost Analysis

Reconcile accounts payables & receivables

Preparation of financial reports

Management accounting

Statutory reports

To obtain a challenging position with advancement opportunities in Finance & Accounts where I can utilize my skills and broaden my knowledge. Familiar with managing schedules, directing teams, and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication, and multitasking abilities.

Work Experience

Accounts Assistant

Kerala Co-operative Milkmarketing Federation Trissur

- 2022/01- 2023/04
 - Preparation of final accounts, posting daily cash reconciliation, Posting of Expenses, Purchase. Checking weekly and monthly reports.
 - Reviewed figures, postings and documents for correct entry, completeness And accuracy.
 - Examining company accounts and financial control systems.
 - Maintained clean and organized files by keeping accounts payable records up-to-date.
 - Used accounting software to prepare weekly and monthly financial reports. Reported financial data and updated financial records in ledgers and journals.

Accounts Assistant

CORDIAL GRAMIN BANK

- 2019/03 - 2021/12
 - Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
 - Tracked financial progress by creating quarterly and yearly balance sheets. Reconciled accounts and reviewed expense data, net worth and assets.
 - Set up and improved accounting systems and processes to meet business needs and maximize operational success.
 - Evaluated and improved accuracy and completeness of financial records.
 - Statutory reports and vat filing.
 - Preparation of MIS reports.
 - Creation of payroll and WPS payment.

Accounts Assistant

GOLD LOAN FINANCEPVT, LTD

- 2017/06 - 2019/01
 - Maintained clean and organized files by keeping accounts payable records up-to-date.
 - Communicated regularly with customers regarding account questions and issues. Used accounting software to prepare weekly and monthly financial reports.
 - Communicated with suppliers to reconcile invoice payments.
 - Reported financial data and updated financial records in ledgers and journals.

A Study on Customer Relationship Management Practices in Kazhkkenchery Service Co-operative Bank

Education

M.COM-Master of Commerce (CA)
Bharathair University, Coimbatore

B.COM-Bachelor of Commerce (CA)
Kerala University, Calicut

Commerce, Higher Secondary
Lourde Matha Higher Secondary, Palakkad

SSLC, High School
Lourde Matha Higher Secondary, Palakkad



Software

MS Office

MS Excel

TALLY

Languages

English

Hindi

Tamil

Malayalam

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

