**Curriculum Vitae**

**ANJU VARGHESE**

### A dynamic professional with nearly 4 year experience in Finance & Accounts, inventory & commercial Operations.

Email Id: anjusijo1993@gmail.com Contact No: 9895725720

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Objective

Let me introduce myself as an ambitious and dynamic worker with excellent communication skills and capable of working under pressure as well as independently as an integral part of a team towards achieving a common goal.

I strongly believe that my knowledge and educational background make me very competitive candidate. The key strength that I possess for the success in this position includes but is not limited to the following.

If given an opportunity; I assure you that I shall discharge my duties with sincerity and dedication towards any task in which I am assigned.

Organisational Experience

Six months experience as an Assistant Accountant in Accounts Service Socity

Four years experience as an Assistant Accountant in Ceesi Food Product Pvt LTD

Presently working in COCHIN GATE FOODS As seniour accountant (since AUGUST -2018)

**Roles and Responsibility**

* Handled monthly journal entries, accounts and various ledgers
* Managed monthly sales and marketing expenses
* Preparation of balance sheets.
* Preparation of Final Accounts- Computerization of Accounts of almost all types of business organization using **Tally 9.0(ERP), Peachtree , Quick Books.**
* Preparation of various Accounting Reports like Ratio Analysis, Income & Expenditure Statements, Bank Reconciliation Statement etc.
* Preparation and filing of Vat Return
* Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books
* Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
* Writing up of book and finalization of accounts of Trading, Manufacturing, Service and Non-profit Organization.
* Preparation of Bank Reconciliation Statement
* Scrutiny of ledgers & their reconciliation
* Valuation of company assets and liabilities
* Other relevant Accounting

**Well Knowledge in the following areas of SAP FI/CO Module**

Skilled in Configuring and Customizing the FI and CO modules and its Functionality in SAP R/3.

* I am involved in FI modules i.e., G/L, A/P, A/R and AA
* Maintain Configuration between the FI – GL General Ledger.
* Maintain Configuration between the FI - AP Vendor.
* Maintain Configuration between the FI - AR Customer.
* Configuration between the FI - AA Asset Master Data.
* Good knowledge of APP (Automatic Payment Program).

Area of Expertise

**Accounts Payable : -**

* Manage end-to-end invoice processing process
* Lead the Payables Processing team and Payable Support operations – Including Employee reimbursement
* Ensure timely and accurate processing of payables transactions
* Manage all Payables Processing reporting requirements.
* Ensure any amendments made to the Service Level Agreement are recognized and adhered to by the Payables Processing team
* Review and manage performance goals with team leaders and team members
* Review and verification of accounting records, transactions for accuracy, timeliness and adequacy of supporting documentation.
* Responsible for vendor master management.
* Ensure that Accounts Payable team operates effectively to maintain Service Level Agreements across service lines
* Ensure compliance on accounting and operational policies.
* Month end closing and reporting
* Audit & approve the Cash, Purchase, and Contractor’s Bills.
* Timely payments to the vendors.
* Checking and passing tour bills as per company policy.
* Ensures terms of the contracts are adhered to and costs are managed.
* Maintains appropriate reporting and documentation
* Monitoring & Reconciling Expenses.

EDUCATIONAL QUALIFICATIONS

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| --- | --- | --- | --- |
| NO | COURSE | BOARD/ UNIVERSITY | YEAR OF PASSING |
| 1 | SSLC | BOARD OF PUBLIC EXAMINATION | 2009 |
| 2 | HSE | BOARD OF HIGHER SECONDARY EXAMINATION | 2011 |
| 3 | B.COM | M.G UNIVERSITY | 2014 |
| 4 | DCAM | ACCOUNTANTS SERVICE SOCIETY | 2014 |

Technical skills

MS Office, Internet

SAP Skills: Implementation and Managing SAP Business One

ERP Packages: SAP Business One, FI/CO

* Operating Systems: Windows XP, Windows 7 Windows 8

Accounting Packages: Peachtree, Quick Books,Tally 9.0, Ms-Excel

Personal details

Name : ANJU SIJO

HUSBAND NAME : SIJO DEVASSYKUTTY

Permanent Address : KOLANJI (H)

MANICKAMANGALAM P.O

MANICKAMANGALAM

683570

Phone : 9895725720

Gender : FEMALE

Age& Date of birth & age : 25, 16-06-1993

Nationality : INDIAN

**Personal Strengths:**

* Self Development Communication Interpersonal and problem solving skills
* Hard working and industrious
* Team work, flexible, punctual and interest to learn new things

**DECLARATION**

I consider myself with Technology aspects. I am also confident of my ability to work in a team. I hereby declare that above are true to the best of my knowledge and belief.

Yours truly

Place : kalady

Date :