

# Anju Albert

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Kit Kat Road, Njaliparambu  
Cochin - 682001, Kerala  
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## About Me

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### Accounts Manager

Highly motivated and enthusiastic individual with 11 years of working experience in accounting field, who adapts seamlessly to constantly evolving accounting processes and technology. Skilled at working with accounts with extensive knowledge of Tally accounting software. Goal-oriented professional capable of working independently with little to no supervision.

## Education

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### M Com (Finance)

Private Study  
M G University  
Kottayam, Kerala

Graduated, 2010  
Marks 72%

### B Com (Marketing)

The Cochin College, Cochin  
M G University  
Kottayam, Kerala

Graduated, March 2008  
Marks 80%

### Plus Two (Commerce)

Sacred Heart H S S, Thevara  
Board of Higher Secondary Education  
Kerala

Graduated, March 2005  
Marks 88%

### SSLC

Fatima Girls High School, Fort Kochi  
Board of Public Examination  
Kerala

Graduated, March 2003  
Marks 87%

## Professional Qualifications and Affiliations

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- Certified course in Financial Accounting (Manual & Computerised accounting)
- Certificate in Management Basics (The ICFAI Foundation for Higher Education)

## Skills

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- Coordinating documents
- Self motivated
- Multi tasking
- Prioritizing work flows
- Account Management
- Quick Learner
- Easily adaptable
- Time management

## Work Experience

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November 2012 – Current

### **Accounts Manager**

Kochi Biennale Foundation

Kochi, Kerala

Responsibilities:

- Effectively managed accounts concurrently
- Preparation of budgets and cash flow statements
- Preparing and maintaining books of accounts
- Statutory payments and return filing
- Daily updation of books of accounts including payroll, bank reconciliation, etc
- To liaise with various departments in monitoring budgets and ensuring budgetary control
- Supports budget and forecasting activities like preparing annual budgets, scheduling expenditures, analyzing variances and initiating corrective actions
- Ensure timely discharge of payments for the completion of projects
- Establishes and maintain fiscal files and records to document finance related transactions
- Co-ordinate and complete internal and statutory audits
- Preparation of utilization certificates for various specific purpose grants
- Handled CAG auditing for the grant received from Government of Kerala
- Preparing required financial/utilization reports for Embassies/Foundations/Art councils, etc as required
- Attended auditing of FCRA wing at Delhi
- Handling accounts of specific purpose funds and CSR funds
- Liaise with CA to ensure statutory requirements are fulfilled.
- Preparation of various financial statements
- Built and strengthened long lasting relationships with vendors and local suppliers
- Negotiated Prices for materials and freight to decrease overall costs

April 2008 – October 2012

### **Senior Audit Assistant**

VNV Associates

Ernakulam, Kerala

Responsibilities:

- Facilitated financial and operational audits for various clients
- Prepared Project Reports and coordinated with clients and audit team in preparing related reports
- Maintained purchase, sales and stock registers for various firms
- Filing of Statutory returns like GST, Income Tax, Service Tax, ESI, PF, RoC
- Preparation and finalization of Financial statements of various firms
- Preparation of company accounts to facilitate RoC filing
- Complied with new firm registrations, DIN Applications, Pan applications, etc
- Managed and coordinated Statutory auditing works of various firms
- Undertaken Internal Audit of firms
- Prepared working papers, reports and supporting documentation for audit findings
- Completed audit papers by thoroughly documenting audit tests and findings
- Preparation of complete Books of Accounts

## Computer Proficiency

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- MS Word
- MS Excel
- Tally ERP9

## Languages

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- Malayalam
- English
- Hindi

## Personal Details

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Father's Name : Albert K M  
Date of Birth : September 30, 1987  
Marital Status : Married  
Spouse's Name : Jino N Joy  
Present Address : Nereveetil House, Pipe Line Road, Aluva, Cochin – 683 101  
Nationality : Indian  
Gender : Female

## Declaration

I, Anju Albert, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



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Anju Albert