



ANJU A

S.R. ACCOUNTANT

+91 9496928943

haianu1994@gmail.com

Career Objective

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

Profile Summary

- ▶ A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA.
- ▶ Experience in all the financial aspect and policy for business aspect.
- ▶ Expert in implications of new financial policy for the new business development.
- ▶ Proficient in identifying the new resources of funds and also invest them for getting good revenue.
- ▶ Excellent in utilization of all resources.

Personal Qualities

- ▶ Strong leadership and motivational skills.
- ▶ Ability to handle pressure.
- ▶ Excellent in communication in written and verbal both.
- ▶ Ability to handle the team

Personal Details

- ▶ Father's Name : Anilkumar
- ▶ Mother's Name : Beena Anil
- ▶ Status : Married
- ▶ Languages Known : Malayalam , English, Hindi
- ▶ Permanent Address : Chaniyil, Thirumala bhagom P.O, Thuravoor, Cherthala, Alappuzha
- ▶ Pin : 688540

Computer Knowledge

- ▶ Proficient in working on MS office
- ▶ Tally accounting software

Work Experience

Accounts Department (5 Years)	Torry Harris Seafood pvt Ltd
Accounts Department (6 Months)	Ocean Wealth Exports Pvt Ltd

Duties And Responsibilities

- ▶ Daily Book Keeping
- ▶ Bank Reconciliation
- ▶ Reconcile Accounts Payables And Receivable
- ▶ Ensure Timely Bank Payments
- ▶ Compute Taxes And Prepare Tax Returns
- ▶ Handle Monthly,Quarterly and Annual Closings
- ▶ Filing Of GST Returns GSTR-1,GSTR-3B
- ▶ Filing GST Refunds
- ▶ Reconciliation Of GSTR-2A
- ▶ Filing Of ESI And PF

Skills Set

- ▶ Excellent presentation skill
- ▶ Ability to deal with people
- ▶ Willingness to learn
- ▶ Team player
- ▶ Good analytical and presentation skill

Academia

Anna Malai University	MBA in Finance with First Class
Kerala University	B.COM in Taxation with Second Class
Kerala Higher Secondary Board	Plus Two Commerce with First Class
Kerala Higher Secondary Board	SSLC with First Class

Reference

Dinesh P Nambiar
Finance Controller
Torry Harris Seafood Pvt Ltd

Declaration

I Hereby Declare All The Information Mentioned above is true and correct to be best of my knowledge

Your's sincerely
ANJU
Thuravoor