

Anumol Binu

ACCOUNTS ASSISTANT & FRONT OFFICE EXECUTIVE

EXPERIENCE

UROGULF GLOBAL SERVICES PVT.LTD, Ernakulam- Processing and Administration Executive January 2022 to present

Handling the verification of all payments related matters. Monitoring the branch expenses like electricity, water, miscellaneous expenses etc. Updating the whole process related charges regularly.

ASHLY GROUP OF COMPANIES- Inventory Accountant February 2021 to December 2021

Monitor the transactions and maintain stock. Update the general ledgers. Gather and analyze data regarding inventory. Produce inventory reports and maintain inventory accounts to store.

BUYUK SOFTWARE SOLUTIONS PVT. LTD., PIRAVOM- Accounts Assistant & Front office management & CRM

October 2019 to January 2021

Provide support to the Accounts Department. Prepare financial statements, accounts, Processing invoices, Billing, journal entries, account receivables & payable etc. . . . Managing expense reports and reimbursements, entering financial transactions into our internal databases and reconciling invoices.

Along with this, ensuring a front desk by providing professional and friendly service for customers. Dealing with customers, including handling complaints when they come to the desk.

OOTHU KUZHIYIL SILKS PVT. LTD, PAMPAKUDA- Accounting and Billing staff

December 2018 to July 2019

Responsible for generating invoices, serving the invoices by any means, generating purchase orders and drafting credit memos. Overseeing the review of monthly balances across departments and maintaining organized financial records of invoices and other documents.

GEOJIT BNP PARIBAS, KAKKANAD - Account Executive and Front Office February 2017 to July 2017

Maintained accounts and front office work. Internship as a part of the course ASAP.

EDUCATION

Nirmala College Muvattupuzha (MG University)-

BCOM May 2014 to March 2017

NADUKKUDIYL(H)
SOUTH MARADY
MUVATTUPUZHA- 686673
anumolbinu1997@gmail.com
9207572608

Completed degree in BCOM specialized in financial accounting & office management and secretarial practice with 89% CGPA from Nirmala College, Muvattupuzha.

Fr. Joseph memorial HSS - Puthuppady- Plus two in Commerce with computer application- June 2012 to March 2014 - 85%

GHSS Pezhakkappilly SSLC

Passed SSLC with 92% under Kerala Board of Public examination from GHSS Pezhakkappilly in 2012.

SKILLS

- ❖ MS Word
- ❖ Excel.
- ❖ Tally ERP 9
- ❖ Customer service
- ❖ Written & Verbal Communication
- ❖ Invoicing
- ❖ Billing & Clerical Experience

AWARDS

- NCC 'B' and 'C' Certificate holders.
- Cadet of National Cadets Corps during the period of 2014- 2017 in Nirmala college unit under 18 Kerala Battalion.**
- Certification from ASAP
- Certificate for the course of Account executive and Bills receivables from ASAP.

LANGUAGES

Malayalam – Expert

English - Fluent

Hindi - Intermediate