



anchujoy.10@gmail.com
Mob:8606071716

ANCHU V JOY

OBJECTIVE

Aiming to assume a challenging position in a reputed organization utilizing best of my knowledge, capacity, skills and professional experience. The position should offer scope of personal growth and development and opportunity for further advancement over period of time.

WORK EXPERIENCE

➤ **Accounts executive (Head Office)**



Sai Service Spares & Accessories Pvt Lt (16/01/2020 – 05/05/2022)

Key Responsibilities

- **Timely recording of accounting transaction in the system on daily basis**
- **Working with spreadsheets sales ,Purchase ledgers and Journals**
- **Process Bank Deposits**
- **Reports on the status of Account payable**
- **Monitor and implement all accounts payable check activation and wire transactions.**
- **Managing Pettycash payment ,authrozing and filing with proper documents**
- **Monitoring and Processing the bank reconciliation**

- **Monitoring and reconciliation of card transaction for accounts receivable**
- **TDS /TCS Filing**
- **Branch Coordination**
- **GSTR WORK**

- **STORE ASSISTANT (in contract-GA digital web word Pvt Ltd)
IREL (INDIA) LIMITED (09/05/2022-Till)
(A government of India Undertaking)**



IREL (INDIA) LIMITED
(A Govt. of India Undertaking)

- **Organize orders and inventory**
- **Monitoring the inward and out ward flow of goods in stores.**
- **Maintaining the physical & system stock balanced.**
- **Entering receipt voucher for goods inward**
- **Making issues voucher for out flow of goods.**
- **Making monthly reports for stores by working on spread sheets.**
- **Drafting power point presentation slides for review meetings.**
- **Receiving and verifying the quality and quantity of new shipments.**

TECHNICAL QUALIFICTAION

Diploma in Indian and Foreign Accounting

OTHERS

- Team Player
- Flexible & Self Motivated
- Good Interpersonal Skills
- Trust Worthy & holds 'Company's Interest as prime'.

COMPUTER PROFICIENCY

- **MS OFFICE**
- **TALLY**
- **ERP**
- **Peachtree**
- **Quick Books**

EDUCATIONAL QUALIFICATION

Course	Institution	University/Board	Year of passing
HSE	Cherupushpa Bethany Senior Secondary School	CENTRAL BOARD OF SECONDARY EDUCATION	2012
BBA	Jai Bharath College of Arts and Science	Mahatma Gandhi University	2015
MCOM Finance	M.G University	Mahatma Gandhi University	2019

PERSONAL DETAILS

Name : Anchu V Joy
Permanent Address : POKKATH (H), Pizhala P.O ,
Cochin - 682027, Ernakulam Dist
Kerala
India.
Communication Address : POKKATH (H), Pizhala P.O ,
Cochin - 682027, Ernakulam Dist
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India.
Email : anchujoy.10@gmail.com
Contact Number : 8606071716
Date of birth : 13-01-1994
Marital Status : Married
Nationality : Indian
Languages Known : English,and Malayalam.

DECLARATION

I hereby certify that the above mentioned information is true to the best of my knowledge and belief.

Place: Cochin

ANCHU V JOY