




Betty M Anthony

About Me




 10 years of experience

 +91 9673239175

 21/01/1988

 bet333@rediffmail.com

 Vasco-da-gama, Goa

Junior accounts assistant

I am employed at Ritika Packaging Private Limited, Goa as an Accounts Assistant. I am keen to find a suitable position which is reliable, trustworthy, committed and meticulous. Well-disciplined with the ability to efficiently work under extreme pressure. I have gained good communication skills, ability to work on own initiative or as part of a team and can deal with crisis or criteria competently from start to end.

Education

Bachelors, Commerce

Graduated, 2008
Goa University

Pre-graduate, Plus 2

Graduated 2005
Board of Examination Goa

Schools, 10th

Graduated 2003
Board of Examination Goa

Professional Qualifications

10 Years of work experience in the Finance & Accounts field (08 Years in India & 02 Years in UAE)

Technical knowledge

Tally 7.2 & 9
MS WORD & MS EXCEL

Computer proficiency

Diploma in computer application

Career Highlights

- ◆ I am able to handle computers with relative ease and have the requisite expertise in using Word Processing, Spread Sheets and Accounting software.
- ◆ My biggest asset is my ability to learn fast and adapt easily to any new concept or environment.
- ◆ No qualms about working hard with integrity and sincerity.
- ◆ I am able to independently handle any work connected with my job.



Work Experience

1 May 2018 - July 2022

Accounts Assistant

Ritika Packaging Pvt Ltd
Sancoale, Goa.

Area of expertise;

Maintaining day to day books of accounts in tally; Maintain Journal entry, Sale, Purchase Entries; Raising sale invoice in Tally 9; Keeping records of stock & entering production details in excel; Checking Purchase invoices as per GST requirements; Filling GSTR 1; Calculating GST Payable & Filing GSTR 3B; Other administrative works such as applying for license for all the matters related to the company.

2 January 2016 - February 2018

Accountant

Ahlan Pure Drinking Water
Co LLC, Umm- Al – Quwain UAE

Area of expertise;

Maintaining all duties in connection with accounts, Generating sales bills for export and local sales and entering the same in the system. Entering purchase invoice by checking TRN No and vat amount. Handling cash and depositing the same in the bank. Entering production, cash deposit entries. Preparing LPO's for suppliers. Maintaining overtime records of employees. Handling reception. Document management relating sales, purchase, salary cash deposit slips and other documents. Preparing settlement of staffs and Petty cash maintenance.

3 July 2012 - April 2015

Accounts Assistant

Salgaocar Medical Research Centre,
Chicalim, Goa.

Area of expertise;

Posting cash entries in accounts module. Filing, checking of purchases GRNS. Collecting cash and depositing in the bank. Reconciliation of credit card statement. Handling petty cash, checking sales bills, stock checking.

4 May 2011 - May 2012

Billing Assistant

Vivus Smrc Heart Centre,
Airport Road, Chicalim, Goa.

Area of expertise;

Handling outpatient billing & inpatient billing including handling cash. Giving estimates to patients before procedure. Preparing provisional bills. Billing of co-operate clients like ZIL, AAI, GSL and dispatching the same.

5 July 2010 - April 2011
Accountant
Smitha Engineering Works,
Verna, Goa.

Area of expertise;

Maintaining cash registers, Sales Registers, Calculating Salary for employees. Generating Sales Bills, following up for supplier payments.

6 October 2009 - April 2010
Accounts Assistant
Training under Tax Consultant,
Goa.

Area of expertise;

Handling accounts of individual firms. Data entries of sales Purchases in Tally ERP 7.2, also handled audit In Zuari agro chemicals.

i Languages

- English
- Hindi
- Malayalam

Personal interests

- Music
- Reading
- Cooking

Personal details

Date of birth	: 21-01-1988	Mobile	: +91 9673239175, +91 9130630316
Gender	: Female	Email	: bet333@rediffmail.com
Marital status	: Married	Address	: Railway Housing
Age	: 35		Co-operative society,
Nationality	: Indian		Zuarinagar, Vasco – Da - Gama,
			Goa. India – 403726.

Declaration;

I hereby certify that the particulars declared above are accurate and true according to the best of my knowledge.

Betty M Anthony