

Anagha TS

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CAREER OBJECTIVE

Seeking a challenging career in Accounting & Sales Department with a progressive result oriented organization that offers ample opportunities to improve and grow personally and professionally so as to accomplish the organizational as well as personal goals.

JOB RESPONSIBILITY

Preparing all accounting voucher, Bank Reconciliation, Debtors Reconciliation, All book writing works related to Accounts from voucher Preparation to Trial balance. GST and Income tax matters.

EDUCATION

YEAR OF PASSING	COARSE	INSTITUTION
2020	B.COM	KMM college of arts and science ,Trikkakara
2018	Diploma in financial accounting (Tally, Excel)	CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING
2017	PLUS 2	S.N.D.P.H.S.S, Udayamperoor
2015	SSLC	HAIL MARY EMRHSS ,Perumpilly

WORK EXPERIENCE

ACCOUNTANT at CHAITHANYA EYE HOSPITAL APRIL 2022-FEBRUARY 2023

Main duties performed:

- Handling monthly journal entries, accounts and various ledgers.
- Managing monthly sales and marketing expenses.
- Preparing reports in Microsoft excel and word
- Preparation of various accounting reports in Income & Expenditure statements, Bank Reconciliation statement etc.
- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books.
- Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
- GST matters- GSTR1 filing ,GSTR3B filing –Reconciliation of GST
- Visiting banks and other cash related dealings

ACCOUNTANT TRAINEE at FINACTS MANAGEMENT CONSUTANCY JANUARY 2021 – JANUARY 2022

Main duties performed:

- Handling monthly journal entries, accounts and various ledgers.
- Managing monthly sales and marketing expenses.
- Preparation of balance sheets.
- Preparation of final accounts – computerization of accounts of almost all types of business organization using Tally9.0.
- Preparation of various accounting reports like Ratio analysis, Income & Expenditure statements, Bank Reconciliation statement etc.
- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books.
- Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
- GST matters- GSTR1 filing ,GSTR3B filing –Reconciliation of GST
- Income tax returns filing –capital gain- balance sheet
- Preparation of utilisation certificate.
- Preparation and filing TDS matters..

ACCOUNTANT at GEORSON TRADE & EXPORTS

OCTOBER 2020 – DECEMBER 2020

Main duties performed:

- Debtors collection
- Bank transactions and other bank related works like chq deposit, chq collection etc.
- Petty cash handling
- Monthly Income Statement
- Daily cash flow statement

LANGUAGES

- English
- Hindi
- Malayalam

SKILLS

- Finalization of accounts
- GST
- Income Tax
- Tally & Tally prime Accounting
- Microsoft Excel, Word, Access, PowerPoint

PERSONAL DETAILS

Father's Name : Saseendran TM
Date of Birth : 09/10/1999
Gender : Female
Marital Status : Single
Address : Thuvanattukunnel House, Kulayattikara P.O, Arayankavu

HOBBIES

- Reading books
- Drawing and art works
- Gardening

DECLARATION

I hereby declare that the above mentioned information given by me is true to best of my knowledge and belief