



ANAKHA DOMINIC

Mobile No: 7736443449

Email : anakhadominic@gmail.com

PERSONAL PROFILE

Father's Name : Dominic Michael

**ADDRESS : Poonthasseril House
Kattoor P O Kalavoor
Alappuzha - 688522**

NATIONALITY : Indian

DATE OF BIRTH : 20/04/1998

GENDER : Female

MARITAL STATUS : Un Married

COMPUTER SKILLS

- ❖ Tally Prime
- ❖ Zoho Books
- ❖ MS Excel
- ❖ Tally ERP9
- ❖ MS Word

ADDITIONAL QUALIFICATION

- ❖ Diploma In Financial Accounting (Tally)
- ❖ Data Entry (MS Office)

CAREER SUMMERY

Accounts Assistant with more than one year working experience with Senior Accountant. Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. committed to serving as an efficient problem solver and enthusiastic team member

ACADEMIC CREDENTIALS

- 2022 M.COM ,FINANCE**
Neelima College, Alappuzha
- 2018 B.COM FINANCE**
SN College , Alappuzha
- 2015 HIGHER SECONDARY**
Board of Higher Secondary Examination , Kerala
- 2013 HIGH SCHOOL**
Board of Public Examination , Kerala.

WORK EXPERIENCE

MOTOCARTE M2M SOLUTIONS PVT LTD – ACCOUNTS EXECUTIVE Feb 2023 to Aug 2023

- ❖ Record and maintain all the entries of day-to-day business transactions like Sales, Purchase, Payment, receipts etc.
- ❖ Maintain physical and digital financial records.
- ❖ Reconcile Account payable and receivable
- ❖ Payment follow ups, preparing quotations and cash management.
- ❖ Bank Reconciliation.

HDFC BANK – BUSINESS DEVELOPMENT EXECUTIVE Oct 2022 to Dec 2022

- ❖ Experience of selling Credit card and loan services, and answer the customer queries over the phone.

GLOBAL ASSOCIATION – ACCOUNTS ASSISTANT Aug 2021 to July 2022

- ❖ Handling day to day accounting transactions
- ❖ Petty cash Handling
- ❖ Communicating with clients and vendors through phone calls and mails.
- ❖ Preparing invoices and following up for pending payments.
- ❖ Keep Bank Accounts up to date by posting day-to-day transactions.
- ❖ Manage Mails , E way bill, prepare Quotation etc..

LANGUAGES

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil

REFERENCES

Available up on request.

SKILLS

- ❖ Strong understanding of basic Accounting procedure.
- ❖ Hands – on Experience with MS Excel and Accounting Software, Especially Zoho Books , Tally ERP and Prime.
- ❖ Knowledge of VAT and GST
- ❖ Journal and Ledger Entries
- ❖ Knowledge of Bank Reconciliation
- ❖ Knowledge of Basic Book Keeping.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true , correct and complete to the best of my belief and knowledge.

ANAKHA DOMINIC