

ANUMOL BINU

ACCOUNTS ASSISTANT

EXPERIENCE

UROGULF GLOBAL SERVICES PVT.LTD, Ernakulam-

Processing and Verification Executive 04/01/ 2022 to present

Verification of all bills & taking mail approval from higher authorities for making the payment for the same.Updating the whole process charges regularly.

ASHLY GROUP OF COMPANIES- Inventory

Accountant 01/02/2021 to 31/12/2021

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**

21/10/2019 to 31/01/2021

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..

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.

EDUCATION

Nirmala College Muvattupuzha (MG University)-

BCOM May 2014 to March 2017

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.

NADUKKUDIYL(H)
SOUTH MARADY
MUVATTUPUZHA- 686673
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9207572608

SKILLS

- ❖ MS Word
- ❖ Excel.
- ❖ Tally ERP 9
- ❖ Customer service
- ❖ Written & Verbal Communication
- ❖ 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

Tamil - Good in

speak