

Anoop Baby

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OBJECTIVE

Diligent accounting profession with Superior accounting skill and passion for continuous improvement 9 years of excellent performance in accounting role. Hardworking and professional job seeker. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

PERSONAL DETAILS

Date of Birth : 29/08/1990
Marital Status : Single
Religion : Christian
Gender : Male

EDUCATION

Kannur University

2012

B. Com CA

ICAI

CA - Inter (Appearing)

EXPERIENCE

Any Time Money pvt. Ltd & Kannur Urban Nidhi ltd -Kannur & Calicut

May 2021 - July
2023

Sr.Accounts officer/ internal Auditor

Handled accounts payable and receivable, cash & Fund Management, Bank reconciliations, Customer support, Finalization, Internal auditing etc.

Navajyothy Arts & Science College- Kannur

March 2016 -
June 2020

Accountant with Office superintendent

Preparing day-to-day closing statements and financial documents.

Preparation and settlement of salary, EPF & ESI. Maintained accounting data in audit- redy format.

PA Thankachan & co. (CA Firm) - Calicut

Jan 2013 - Jan
2016

Article Assistant

Vouching, Acouting, Auditing, Taxation, Finalizing etc

Chengot Stone Crusher - Calicut

Jan 2014 -
Jan2016

Accountant (par-tim)

Accounting, Billing, Petty Cash, Cash & Fund flows reporting, Finalizing etc

SKILLS

Billing and invoicing, Bookkeeping, Internal Auditing, Account reconciliations, Team management and customer relationship, Problem solving skill, Vendor management etc.

LANGUAGES

Malayalam, English

SOFTWARE

Tally, Despro, MS Excel, MS Word, MS office.