

# ANEESHA A S

aneeshasumesh2006@gmail.com | +91-9544332766 | Ernakulam, Kerala, India

## **PROFESSIONAL SUMMARY**

Organized and dependable **Accountant** successful at managing multiple priorities with **16+ years** of experience and a positive attitude. Willingness to take on added responsibilities to meet team goals. Adept at managing budgets, payroll, invoicing, and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

# **SKILLS**

- Cash Handling
- Negotiable
- Accounting Software Systems
- Financial Statements
- Vouching
- Ledger Analysis

- Bank Reconciliations
- Data Collection and Analysis
- Book Keeping
- Calculating Liabilities
- Closing Processes
- Cash Flow analysis

## **WORK HISTORY**

Jun 2023 - Nov 2023

#### **Accountant & Billing Staff**

Xieon Associates - Ernakulam, Kerala, India

- Manage all accounting transactions.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts.
- Generating the company's financial reports using income and expenditure data.
- Improved billing accuracy by diligently reviewing invoices and reconciling discrepancies.
- Monitored outstanding invoices and performed collections duties
- Executed billing tasks and recorded information in company databases.
- Maintained detailed records of customer payments and billing adjustments.

Jan 2021 - Dec 2022

#### Accountant

Mayura Nidhi Ltd - Kerala, India

Jan 2014 - Jan 2021

#### Accountant

My Bedroom Mattress Shop - Kerala, India

Jan 2010 - Jan 2011

#### Accountant

Datum Motors Pvt. Ltd - Kerala, India

Jan 2003 - Dec 2009

#### **Accountant**

Gift - Gyno IVF Centre Hospital -

Kerala, India

# **EDUCATION**

2003

#### M.Com in Finance

Mahatma Gandhi University | Kottayam, Kerala, India

2001

#### **B.Com**

Mahatma Gandhi University | Kottayam, Kerala, India

1998

#### **Pre Degree**

Mahatma Gandhi University | Kottayam, Kerala, India

1996

#### Secondary

Board of Public Examination | Kerala, India

## **SOFTWARE PROFICIENCY**

#### **MS Office**

Word | Excel | PowerPoint

#### **ERP Software**

Tally Prime | Tally ERP 9 | GST

# **LANGUAGES**

Malayalam	English
Bilingual or Proficient (C2)	Advanced (C1)
Hindi	Tamil

# **ADDITIONAL QUALIFICATION**

- Ongoing Enrolled Agent Course
- Practical accounting course including gulf VAT (Pursuing)

## **RESPONSIBILTY HANDLED**

- Hospital Administration
- Preparation of Final Accounts
- Performing Bank Reconciliation
- Preparing monthly salary sheets
- Taking care of TDS, GST, PF, ESIC
- · Identifying and correcting discrepancies

# **STRENGTHS & QUALITIES**

- Commercial Awareness
- Teamworking Skills
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.

## **PERSONAL INFO**

Nationality: Indian Gender: Female Marital status: Married

Date of Birth: 14/04/1981

# **PASSPORT INFO**

Passport No: W 8837110
Date of Issue: 29/12/2022
Date of Expiry: 28/12/2032

# **DECLARATION**

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**ANEESHA A S**