



# 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



## 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**