



ANOOP S R

Accountant

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Experienced BCom with Computer Application graduate with expertise in accounting and finance. Proficient in **Tally Prime, QuickBooks, Peachtree, and SAP Fico S/4 Hana**, streamlining financial processes. Proven ability to improve accounting systems for optimal performance. Skilled in transaction management and maintaining precise records. Excels in utilizing advanced software for financial accuracy and compliance. Enthusiastic about contributing expertise as a dedicated Junior Accountant.

Technical Skills

Financial Software : Tally Prime, **Quickbooks**, Peachtree, **SAP Fico S/4 Hana**, **ZohoBook**
Software's : Microsoft Excel, Microsoft Word, Microsoft PowerPoint

Accounts Reconciliation | **Accounts Payable, Accounts Receivable** | Invoice Processing | Purchase Order Receipts | Inventory Management | **GCC VAT** | Bookkeeping | Petty Cash | Journal Entries | Financial Accounting Budgeting and Forecasting | Payroll | Data Entry

Experience

Junior Accountant 10/2021-11/2023
Premier Traders | Urambu, Tamilnadu
Hardware Retail Shop

- Matched invoices with purchase orders and delivery receipts, minimizing discrepancies
- Conducted monthly reconciliation of accounts payable records with vendor statements
- Receive & Document Cash and Cheque
- Preparing Daily Reports
- Monitoring cash flow and identifying any potential problems
- Dedicated team player with a keen eye for detail, committed to delivering high-quality results in a collaborative work environment.

Academic Projects

Coursera

Financial Statement using Microsoft Excel

- Created a Profit and Loss statement that summarizes monthly transactions.
- Use the **SUMIFS** formula to populate the categories for the **Profits and Loss** with the transactions.
- Understand the components of a **Balance Sheet** and complete the Assets section.

Education

Bcom With Co-Operation

University of Kerala

2022-2023

Diploma in Indian and Foreign Accounting

G-Tec

2021-2022

Grade : A

Bcom With Computer Application

University of Kerala

2017-2021

Cgpa : 5.6

Certification

Tally Prime