



# ANSTEPHY ANDRIYA PINHERO

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## PROFESSIONAL SUMMARY

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Dedicated and detail-oriented Accounts Payable and Receivable specialist with a proven track record of efficiently managing financial transactions. Demonstrated ability to handle a high volume of invoices and receipts while maintaining precision and timeliness in processing. As a Purchaser with a proven track record of efficiently managing procurement processes and ensuring accurate financial transactions. Adept at streamlining purchasing workflows, maintaining vendor relationships, and managing accounts payable responsibilities. Strong analytical and organizational skills contribute to precise financial reporting and cost-effective procurement strategies. Looking for an employment in an organization that offers stimulating learning environment where I can develop my abilities and skills.

## SKILLS & AREAS OF EXPERTISE

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|--------------------------|-----------------------------------|-----------------------|------------------------|
| ▪ Procurement Management | ▪ Inter-Departmental Coordination | ▪ Self-Motivated      | ▪ Data Visualization   |
| ▪ Accounting Knowledge   | ▪ Attention to detail             | ▪ Analytical Thinking | ▪ Problem-Solving      |
| ▪ Accounts Payable       | ▪ Customer Service                | ▪ Computer Skills     | ▪ Communication skills |
| ▪ Administrative Skills  | ▪ Time Management                 | ▪ Quick Learner       | ▪ Work Ethics          |
| ▪ Collaboration          |                                   | ▪ Microsoft Office    | ▪ Technical Skills     |

## CORE COMPETENCIES

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- **Procurement Management:** Proficient in overseeing the end-to-end procurement process, from vendor selection and negotiations to purchase order issuance and inventory control.
- **Accounts Payable:** Experience in managing accounts payable functions, processing invoices, and reconciling vendor statements to ensure timely and accurate payments.
- **Vendor Relationship Management:** Skilled in cultivating and maintaining positive relationships with suppliers, negotiating favorable terms, and resolving discrepancies to enhance overall vendor performance.
- **Financial Reporting:** Competent in generating financial reports, reconciling accounts, and providing accurate financial data to support decision-making processes.
- **Attention to Detail:** Strong attention to detail in handling financial records, ensuring data accuracy, and identifying discrepancies for prompt resolution.
- **Software Proficiency:** Familiarity with accounting software (Tally), Microsoft Excel, and other tools for effective financial management.

## WORK EXPERIENCE

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**Accountant Assistant cum Purchaser | 12/2023 – Present**

**Ecoleaf Detergents & Disinfectants Trading Company LLC | Al Quoz 4, Dubai.**

### Assistant Accountant

- Prepare and maintain financial records, including ledgers, journals, and trial balances.
- Reconcile bank account statement.
- Prepare financial statements and reports.
- Assist with budget preparation and analysis.
- Assist with accounts payable and accounts receivable.
- Assist with audit filing.
- Performed administrative tasks, including filing, reporting.
- Carefully and accurately performed a variety of accounting, bookkeeping, and office tasks.
- Perform accounting procedures and utilize accounting software programs to process business transactions.

- Supported the team by successfully assisting with accounting tasks.
- Entered financial transactions in online databases.
- Checked and updated spreadsheets for accuracy.
- Generate sales report on weekly basis.
- Posting of petty cash and bank entries.
- Assistance for VAT filing.
- Invoicing and filing.

### **Purchaser**

- Monitoring requisitions, inviting quotations, making comparison and end user approval and creating purchase orders.
- Generate purchase orders accurately and in a timely manner.
- Ensure that purchase orders align with organizational policies and budget constraints.
- Collaborate with various departments to understand their procurement needs and requirements.
- Source and evaluate potential suppliers based on cost, quality, and reliability.
- Processing all paperwork relevant to purchasing and receipt of goods Liaise with sales department to ensure the timely availability for the goods.
- Record financial transactions in accounting software.
- Maintain accurate and up-to-date financial records.
- Process and verify invoices.
- Reconcile vendor statements and resolve discrepancies.
- Prepare and process payments to suppliers.
- Issue and send out invoices to customers.
- Monitor and follow up on overdue payments.

### **Accounts Trainee| 06/2023 – 12/2023**

**Sindhu T S & Associates, Chartered Accountants| Kerala, India.**

### **Accounts Trainee**

- Maintained accounting records and preparing accounts information.
- Service provided for giving advice, audit accounts and provide trustworthy information about financial records.
- Recording and summarizing financial transactions.
- Preparing financial statements, reports, and budgets.
- Assisting with accounts payable and receivable management.
- Performing month-end close activities.
- Assisting with audits and ensuring compliance with accounting standards.
- Maintaining accurate and up-to-date financial records.
- Assisting with payroll processing.
- Communicating with internal and external stakeholders regarding financial matters.
- Identifying and reporting any financial discrepancies or irregularities.

### **Data Entry Specialist| 12/2022 – 05/2023**

**Masters Trading Corporation| Kerala, India.**

### **Data Entry Specialist**

- Responsible for the maintenance and update of essential company databases, ensuring the integrity of financial and customer data.
- Served as a point of contact for inter-departmental database inquiries, facilitating efficient information sharing
- Organized weekly data quality reports for management, identifying trends and areas for improvement.

## **EDUCATION**

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### **Master of Business Administration| 2020- 2022**

- Mahatma Gandhi University, Kerala, India.(Finance & International Business)

### **Bachelor of Commerce | 2018- 2020**

- University Of Calicut, Kerala, India. (Finance)

## PROJECT

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- **Employees welfare measures and its impact on job satisfaction at Travancore - Cochin Chemicals, Eloor, Kerala, India.**

The employee welfare measures are directly related to their job satisfaction. If the organization provide the needs and wants to them, they can even perform well and it can accelerate them to achieve the organizations goals.

- **The study of financial performance analysis on profitability at Kerala Feeds Limited, Kallettumkara, Kerala, India.**

Profitability is a measure of an organization's profit relative to its expenses. Kerala Feeds Limited is a successful organization.

## ACHIEVEMENTS & AWARDS

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- **Certified Accounting Technician (CAT Entry level)** from the institute of Cost Accountants of India.
- **NISM** Investment Advisor.
- Certified Diploma on Banking and Financial Services.
- Microsoft Excel Certification (Microsoft 365 apps and Office 2019).

## LANGUAGES

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Malayalam  
English  
Hindi  
Tamil

### **IELTS:**

**6.5 Overall**

## PERSONAL DETAIL

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- **Nationality:** Indian
- **Passport Details:** W5955052
- **Visa Status:** Company Visa
- **Date of Birth:** 28-07-1999
- **Gender:** Female
- **Marital Status:** Unmarried

## DECLARATION

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I am confident of my ability to work in a team. I hereby declare that the above furnished details are true to the best of my knowledge.

**ANSTEPHY ANDRIYA PINHERO**