

ANUSHA M P

Accountant

Detail-oriented accountant with one year of experience. Proficient in financial analysis, bookkeeping, and financial reporting. Strong knowledge of accounting principles and regulatory compliance. Adept at utilizing accounting software and ensuring accurate and timely financial transactions. Seeking opportunities to contribute expertise in maintaining precise financial records and supporting organizational financial goals.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Customer service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EMPLOYMENT CHRONICLE

ACCOUNTANT | 2022 - 2023

ARCHLAN MODULAR KITCHEN FACTORY

KEY RESPONSIBILITIES

- Managed financial transactions, including accounts payable and receivable.
- Maintained accurate and up-to-date financial records using accounting software.
- Prepared financial statements and reports for management review.
- Conducted regular reconciliation of bank statements and financial accounts.
- Assisted in budgeting and forecasting activities.
- Ensured compliance with accounting principles and regulatory requirements.
- Collaborated with internal teams to resolve financial discrepancies.
- Participated in the year-end audit process.
- Provided support in financial analysis and decision-making.
- Contributed to the overall efficiency of financial operations within the organization.

MS OFFICE TRAINING TEACHER | 2022

G TEC COMPUTER EDUCATION CENTER

KEY RESPONSIBILITIES

- Developed and customized training materials for Word, Excel, PowerPoint, and Outlook.
- Provided hands-on guidance to enhance participants' proficiency in MS Office applications.
- Conducted Microsoft Office training sessions for diverse groups of learners.

CONTACT DETAILS

+971 561677566

anushamp532@gmail.com

Near Emirates Driving Institute
Al Qusais - Dubai - UAE

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE

- Kannur University

HIGHER SECONDARY | 2017

- Board of Higher Secondary Examination, Kerala, India
- G H S S PALLIKUNNU

SSLC | 2015

- Board of Public Examination, Kerala, India
- G H S S PALLIKUNNU

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Tally ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

ADDITIONAL QUALIFICATION

Diploma in computerized accounting and foreign accounting

- G TEC

LANGUAGES KNOWN



PROFESSIONAL SKILLS

- Financial Reporting
- Bookkeeping
- Accounting Software Proficiency
- Budgeting and Forecasting
- Reconciliation
- Financial Record Maintenance
- Audit Support
- Accounts Payable and Receivable
- Taxation Knowledge
- Financial Planning
- Risk Management
- Cash Flow Management
- Cost Control
- Stock Details Correction

INTERESTS



Songs



Travelling



Reading

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 17/11/1999
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Parappurath House, Pallikunnu (PO) Kannur 4, Kerala, India, Pin: 670004

PASSPORT & VISA DETAILS

Passport Number	: B8927911
Date of Expiry	: 12/12/2033
Visa status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ANUSHA M P