

Thozhuppadan House

Kandanad P O

Ernakulam - 682305

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vargheseanu9@gmail.com

ANU VARGHESE

PROFESSIONAL SUMMARY

To achieve excellence in accounts, audit, tax, finance and other commerce related fields and provide services to the organization, at my best level through sheer dedication and hard work.

WORK HISTORY

NOAH EXIM AND REALTORS LTD. Cochin (NOAH SKYSUITES)

Kerala

– Senior Accountant

10/2016 -Current

Senior Accountant
Accounts Payable Clerk
Accounts Assistant

Duties and Responsibilities:

- Performed accounts payable functions
- Coordinated monthly payroll functions for employees
- Dealing with Contractors queries.
- To ensure the timely and accurate processing of invoices, payments and employee expense.
- Regularly update Department Head.
- Reconcile all AP accounts with General Ledger.
- Approval of payments from time to time.
- Coordinate the annual audit process with auditors and tax professionals
- Assist with bookkeeping duties, Reconciling bank statements, Support senior officer in all aspects of financial accounting.

SKILLS

- Focused
- Self- starter
- Ability to manage work load and priorities work.
- Team player with a positive attitude.
- Interpersonal skills.
- Organizational skills.
- Maintain confidentiality and handle sensitive information.

EDUCATION

04/2013

Bachelor of Commerce

CERTIFICATION

MS Office

Tally (Computerised Accounting)

**M/s. VISHNU RAJENDRAN & CO, Chartered Accountants,
Kochi, India**

05/2013 - 10/2016

Accountant

Article Assistant

- Scrutiny of various Ledgers i.e. Cash Book, Bank Book, Journal and BRS.
- Supervising and monitoring overdue status, bills payable, accounts payable & accounts receivable, general ledger and fund deployment/ utilization.
- Physical verification of cash, security items, stock and related records.
- Supervise and review work of Trainee Accountant, providing appropriate training guidance.

ADDITIONAL INFORMATION

References

Mr. Felix Simon
(Noah Skysuites – Managing Director)
acc.addecor@gmail.com +91 6282592940

Mr. M P Jose FCA
(Chartered Accountant – Vishnu Rajendran & Co., Chartered Accountant, Kochi)
kochi@vrc.co.in +91 9400627999