

Ananthu.M

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Profile

Detail-oriented and dedicated accounting professional with 8+ years of experience in financial management and administrative support. Proven expertise in maintaining accurate financial records, performing account reconciliations, and preparing financial statements in compliance with regulatory standards. Skilled in handling client communications, streamlining office operations, and supporting cross-functional teams to ensure business efficiency. Proficient in Microsoft Office Suite (Word, Excel, Outlook) with a strong focus on accuracy, confidentiality, and continuous process improvement. Committed to contributing to organizational growth through precision, reliability, and a proactive approach to problem-solving.

Experience

ACCOUNTING MANAGER | CP ENTERPRISES- KOLLAM | MARCH 2025 – PRESENT

- **Oversaw daily administrative and financial operations**, managing office supplies, facilities, and resources to maintain a productive and well-organized work environment.
- **Led client account management**, handling invoicing, payment collections, and account reconciliation to ensure accurate and timely financial transactions.
- **Maintained professional client communication** through email and phone, resolving inquiries promptly and supporting strong client relationships.
- **Prepared and analysed comprehensive financial reports**, identifying trends and implementing data-driven strategies to improve account performance and client retention.
- **Coordinated internal administrative functions** and collaborated with cross-functional teams to support business operations and enhance organizational efficiency.
- **Scheduled meetings, maintained financial documentation**, and ensured regulatory compliance across reporting and bookkeeping processes.
- **Streamlined financial workflows**, improving billing accuracy and efficiency while minimizing discrepancies and enhancing process transparency.

ACCOUNTANT & OFFICE ADMINISTRATOR | PERFECT HORIZON SPC - OMAN | JUNE 2024 – FEBRUARY 2025

- **Maintained accurate and up-to-date financial records**, including general ledgers, invoices, receipts, and expense reports, ensuring full compliance with tax laws and financial regulations.
- **Managed billing and payment cycles**, overseeing incoming payments, issuing invoices, and processing outgoing bills to ensure consistent and healthy cash flow.
- **Prepared and organized financial documentation**, supporting monthly reconciliations and assisting with the preparation of financial statements and reports.
- **Handled client communications** via email and phone, responding promptly to financial inquiries, clarifying account-related issues, and ensuring a high standard of client satisfaction.

- **Supported daily office operations**, including inventory control, procurement of supplies, and maintenance of office equipment to promote a well-functioning workplace.
- **Coordinated administrative records**, such as contracts, personnel files, and operational documents, contributing to compliance and efficiency in office procedures.
- **Collaborated with internal teams** to align financial and administrative efforts, streamline workflows, and support cross-functional initiatives effectively.
- **Scheduled meetings and maintained calendars**, ensuring proper documentation and organizational support for team productivity.

ACCOUNTANT | KAIRALI FORMS - KOLLAM | MAY 2021 – JUNE 2024

- **Processed employee reimbursements and petty cash expenses** in adherence to company policies, ensuring accurate record-keeping and policy compliance.
- **Managed core financial functions**, including vendor payment processing, bank transactions, and reconciliation of accounts payable and receivable to maintain financial accuracy and integrity.
- **Oversaw administrative operations**, including procurement and maintenance of office supplies and equipment, supporting a smooth and efficient workplace environment.
- **Served as a key point of contact for client communications**, promptly addressing inquiries and concerns to strengthen client trust and satisfaction.
- **Organized team schedules, coordinated meetings, and maintained both digital and hard-copy records**, enhancing team coordination and workflow continuity.
- **Maintained comprehensive administrative databases**, including personnel records, contracts, and document logs, supporting regulatory compliance and internal audits.
- **Streamlined administrative and financial workflows**, improving the accuracy and timeliness of internal processes across departments.

AUDITER ASSISTANT | VKG & ASSOCIATES OF CHARTERED ACCOUNTS - KOLLAM | NOVEMBER 2016 – FEBRUARY 2021

- **Managed administrative communications**, including handling phone calls, emails, and correspondence, ensuring timely and professional interactions with internal and external stakeholders.
- **Oversaw daily office operations**, such as procurement and maintenance of office supplies, vendor coordination, and equipment upkeep to support a smooth and efficient work environment.
- **Maintained organized and accurate filing systems—both digital and physical—to support compliance, audit readiness, and quick document retrieval.**
- **Coordinated with external entities**, including banks, postal services, and government offices, to ensure timely execution of business-related administrative and financial activities.
- **Assisted in core financial operations**, such as processing invoices, managing vendor payments, reconciling accounts, and preparing basic financial reports.

- **Organized internal logistics, including scheduling meetings, arranging travel, and coordinating staff onboarding to support team productivity and interdepartmental collaboration.**

Education

BACHELOR OF COMMERCE (FINANCE)| JUNE 2015 | UNIVERSITY OF KERALA,

BACHELOR OF COMMERCE (CO-OPERATION) | JUNE 2021 | UNIVERSITY OF KERALA,

Achievement

Reduced monthly reconciliation errors by 25% by streamlining the invoicing and payment tracking system, improving overall financial accuracy and reporting efficiency.

Skills & Abilities

- Accounting & Budgeting
- Proficient with POS systems
- Excellent interpersonal and communication skills
- Cross-Department Collaboration
- Poised under pressure
- Funds Management
- Time management
- Confidentiality & Discretion

Computer Skills

- Tally Prime & ERP
- Microsoft Excel
- Microsoft Word
- ERP Systems
- Microsoft Power Point
- GST
- VAT
- Microsoft Office Suite (Word, Outlook, PowerPoint)

Languages

- English
- Hindi
- Malayalam (Native)