

ANJU R

ASSISTANT ACCOUNTANT

An Assistant Accountant with 4 years of experience is responsible for supporting the finance department in various accounting and financial tasks. This role involves assisting in financial reporting, maintaining general ledger records, handling accounts payable and receivable, conducting financial analysis, and collaborating with cross-functional teams.



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📍 Dubai, UAE

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WORK EXPERIENCE

Assistant Accountant

4m Building Material Trading LLC

04/2021 - Present,

UAE, Dubai

Tasks

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Assisting for Filing VAT returns.
- Managing company ledgers and financial transactions.
- Bank Reconciliation includes Bank book and cash book entries.
- Accurately calculate deductions and process payroll.
- Follow up clients for financial matters such as payments due.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Handling inventory records and stock updation .
- Verified and corrected data discrepancies to ensure data integrity. Provided administrative support, including data entry, filing, and document organization.

Assistant Accountant

Prompt Financial Solutions

2018 - 2021,

Trivandrum, India

Tasks

- Preparing tax summary for submission of VAT, Help prepare month-end, quarterly and year-end closings.
- Collaborate with auditors during internal and external audits. Prepare necessary documentation and assist in addressing audit inquiries to ensure compliance with accounting standards and regulations.
- Provided administrative support to the office, managing phone calls, emails, and correspondence.

EDUCATION

Bachelor of Business Administration

Bharathiya University

2015 - 2018,

Graduated in Diploma (Dangerous Goods Regulations)

Bharat Sevak Samaj

Graduated in Diploma (Cabin Crew)

Bharat Sevak Samaj

SKILLS

Microsoft Excel

Tally

Busy Accounting Software

Data base management

Financial modeling

ROLES AND RESPONSIBILITIES

- Managed accounting entries. Journal entries, ledger entries
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Follow up clients for financial matters such as payments due
- Evaluate employee expense reports and verify accuracy. Helped generate financial statements
- Bank Reconciliation. Bank book and cash book entries

INTERPERSONAL SKILL

- Ability to rapidly build relationship and set up trust.
- Experience in preparing and tracking orders
- Highly professional in managing meetings, communicating information, reaching to solutions and making agreements and compromises
- Excellent Administrative background with excellent computer skills.
- Good ability to solve any issue at the time of Work.

LANGUAGES

English

Full Professional Proficiency

Hindi

Elementary Proficiency

Malayalam

Native or Bilingual Proficiency

PERSONAL DETAILS

Date of Birth : 29-April-1998

Passport No : P1391064

MaritalStatus :Married

Visa Status : Husband visa