



## Contact

### Phone

+971 545328414

### Email

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### Address

Dubai, UAE

## Education

2012 - 2015

### BA English

M G University, Kerala

2011

### Higher Secondary Certificate

Humanities - ST. PETERS HS School  
KUMBALANGHI - STATE SYLLABUS

2009

### Matriculation

SSLC - ST. PETERS HS School  
KUMBALANGHI - STATE SYLLABUS

## Software Knowledge

Tally Prime ERP

Quickbooks

## Expertise

### Course 1

ACCOUNTING WITH TALLY ERP 9, MS  
OFFICE - MARCH 2015-2016  
(ONE YEAR)

### Course 2

INTER NATIONAL DIPLOMA IN  
COMPUTERIZES ACCOUNTING AND  
FINANCE  
MARCH 2015-2016 (ONE YEAR)

# Anna Joshni A G

## Career Objective

To be a part of an organisation where I can use all my skills and knowledge and contribute to the firm as well as grow along with the organisation.

## UAE Experience

4 Months

ADCB Bank ( JBP Commercial Brokers LLC )

Relationship Officer - Sales

Direct Sales & Service Representative for ADCB, Calculating Debt - Burden Ratio (DBR) for knowing the Eligibility of Credit Cards of clients, KYC Documents Verification, Income Proof Verification for understanding the Repayment capacity of the Client, Credit Score Verification to measure one's financial reliability and to understand if any defaults, late payments etc.

## Experience

2022 - 2023

A3 Association, Ernakulam - Accounts and Auditing Service  
Provider for RP Medhelix Diagnostics, Palarivattom, Ernakulam.  
Accountant

Posting Journal Entries, Updating Accounts, Prepare working data for Auditing (Bank and Supplier reconciliation for Auditing, Ledger Scrutiny), Cash Receivable and Payable, Perform Bank Reconciliation, Assist in Payroll and Reviewing Expenses, Prepare Daily, Weekly and Monthly Sales Reports, Stock Evaluation and Verification, Extracting Software data and Accounting, Monthly Invoicing to Creditors.

2020 - 2022

A3 Association, Ernakulam

Accountant

GST Compliance, GST 1 and 2 Preparation, Prepare Working Data for Auditing (Bank and Supplier reconciliation for auditing, Ledger Scrutiny), Income Tax Return Preparation, Recording Purchase and Sale Entries, Preparation of Sales Invoice to Various Suppliers.

2017 - 2020

Fisheries Department of Kerala State Govt - Ernakulam  
District Project Motivator

Social Mobilization, Data Collection, Tabulation, Bank Reconciliation, Need Analysis Survey, Organising of Field Survey, Conducted Medical Camps, Awareness Camps, Career Guidance Camps.

## Language

English

Malayalam

## Strengths

### Time management

Effective time management skills and the ability to multitask ensure an accountant can meet deadlines.

### Adaptability

Proficiency in various softwares and Adapt to changing regulations and government policies.

### Attention to detail

Ensures the accuracy of financial reports, Minimising any errors when dealing with a large amount of data.

### Interpersonal skills

Ability to collaborate and work together in a team, Good communication in both written and verbal communication with others.