

Anto James

Accountant

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Work History

- 2024-07 -

Receiving & Purchasing Manager
MRA Restaurant and Bakery (Whitebridge International)
Muscat, Oman
 - Verifying shipments against purchase orders
 - Manage Inventory control and tracking.
 - Ensure accurate receipts and storage of goods.
 - Resolve discrepancies and damages.
 - Negotiate price, terms and contracts
 - Manage Vendor Relationship.
 - Analyze Markets trends and prices
 - Ensure Compliance with policies and regulations
 - Preparation of Consumption Report, Production Report and Inventory Stock Report.
- 2023-03 -
2024-07

Accountant
Bright Hotel Ventures, Kerala , India
 - Managed day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger entries.
 - Prepared monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with GAAP.
 - Reconciled bank statements and resolved discrepancies to maintain accurate financial records.
 - Assisted in the preparation of budgets and financial forecasts, providing critical data for decision-making.
 - Conducted variance analysis between budgeted and actual expenditures, identifying areas for cost control and optimization.
 - Processed payroll, including tax calculations, benefits deductions, and employee reimbursements.
 - Ensured timely and accurate filing of VAT/GST returns and other statutory compliances.
 - Monitored cash flow, prepared cash flow statements, and advised management on liquidity and investment strategies.
 - Analyzed financial data to support business decisions, including profitability analysis, cost management, and financial performance reviews.
 - Managed fixed assets accounting, including depreciation schedules, asset capitalization, and disposal procedures.



Contact

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Muscat, Oman

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Skills

Tally
Reconciliation of Bank
Receivables and Payables
Prepare Monthly Reports P&L
Balance sheet
Prepare Stock Statements
Internet Banking
Inventory Checking and
Controlling
Data Visualization
Finalization of accounts and
audit work
Payroll Oversight
Data Analysis
Financial Reporting
Tally
Microsoft Office
Power BI
Tableau
Bakesoft-Restaurant Bakery
Software
Bookkeeping
Data inputting
Financial Analysis
Accounting and bookkeeping
Bank Reconciliation

- Prepared and reviewed journal entries, financial reports, and account reconciliations to ensure the integrity of financial data.
- Collaborated with cross-functional teams to streamline financial processes and support operational goals.
- Provided financial insights and recommendations to management, contributing to strategic planning and business growth initiatives.

2022-01 -
2023-03

Auditing Assistant

Cipheron Technologies, Kerala, India

- Assisted in the planning and execution of internal and external audits, ensuring compliance with regulatory standards and company policies.
- Conducted detailed reviews of financial statements, accounting records, and supporting documents to verify accuracy and completeness.
- Prepared audit workpapers and documentation, including test results, findings, and conclusions, to support audit reports.
- Ensured compliance with audit timelines, coordinating with team members to meet project deadlines.
- Monitored and reported on the implementation of audit recommendations, tracking progress and ensuring corrective actions were taken.
- Assisted in conducting inventory audits, verifying the accuracy of stock records, and identifying discrepancies.
- Participated in special audit projects, including compliance audits, operational audits, and fraud investigations.
- Assisted in the preparation and review of tax returns, ensuring compliance with applicable tax laws and regulations.
- Maintained up-to-date knowledge of auditing standards, accounting principles, and relevant regulations.
- Provided support in the development and implementation of audit programs, checklists, and procedures to enhance the effectiveness of audit activities.

2018-12 -
2022-01

Accounts Executive

Starbakes Foods, Kerala, India

- Managed day-to-day financial transactions, including accounts payable, accounts receivable, and general ledger entries.
- Prepared monthly, quarterly, and annual financial reports, ensuring accurate representation of the company's financial position.
- Reconciled bank statements and ledger balances, identifying and resolving discrepancies to maintain accurate records.
- Monitored and controlled company expenses, analyzing cost variances and implementing cost-saving measures.
- Processed payroll, including tax deductions, benefits administration, and ensuring compliance with labor laws.
- Developed and maintained accounting systems and procedures, enhancing efficiency and accuracy in financial operations.
- Assisted in cash flow management, preparing cash flow statements, and advising on liquidity and investment strategies.
- Collaborated with cross-functional teams to streamline financial processes and align them with organizational objectives.
- Provided financial support and guidance to other departments, ensuring adherence to budgetary controls and financial policies.

2017-07 -
2018-12

Accountant

St. Joseph's Digital Printing Press, Kerala, India

Tax Preparation
Cash Flow analysis
Accounts Payable and Receivable
MS Office Suite
Account Reconciliation
Payroll Administration
Tax accounting specialization
Hotsoft
Financial Statements
Account reconciliation processes
Variance Analysis
Statutory Reporting
Regulatory Compliance
Customer Relations
Financial Management
Administrative Support
QuickBooks
Auditing procedures
Internal Controls
Fixed Asset Management

Languages

English
Hindi
Malayalam

Personal Details

Date of Birth: 07-01-1997
Nationality: Indian
Marital Status: Single
Visa Status: Visit Visa
Gender: Male

- Managed and recorded all financial transactions, including sales, expenses, and inventory for digital printing projects, ensuring accurate and timely bookkeeping.
- Prepared and analyzed monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements specific to the digital printing industry.
- Assisted in the budgeting process, providing financial forecasts and analysis based on production costs, materials, and labor for various printing projects.
- Coordinated with suppliers and vendors to negotiate payment terms and manage cash flow, optimizing costs for printing materials and supplies.

Education

2014-01 - 2017-04	Bachelor of Commerce: Computer Application <i>MG University - Kerala , India</i>
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