

Anu Jomy

Accountant

Detail-oriented, efficient and organized professional with 6 years of experience in accounting, financial systems and Sales. Skilled in Data processing and Documentation. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Able to communicate effectively with a team and very keen to develop more professional skills to contribute for the growth and development of the organization.



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Abu Dhabi, UAE

SKILLS

Problem Solving

Time Management

Ability to work independently

Good Communication and Interpersonal skills

Attention to Details

Team Work

Customer Handling

Bank Reconciliation

Microsoft Edge

Tally

C Square

MS Office

Marg

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

INTERESTS

Travelling

Cooking

Listening to music

Watching movies

WORK EXPERIENCE

Accountant

Magle Business Outsourcing Services PVT LTD (AI Sayegh Insurance Brokers LLC)

01/2022 - 04/2025

Angamaly, Kerala, India

Achievements/Tasks

- Communicate and clear the enquires regarding the policies issued to clients.
- Issuing the Insurance policy invoices to clients.
- Sending documents related to the insurance policy to clients.
- Performing Account Reconciliations.
- Reconciliation of Bank Accounts.
- Preparation of Financial Statements.

Accountant & Sales

Marian Book Center

04/2018 - 03/2021

Kerala, India

Achievements/Tasks

- Analysis and verification of accounting records financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- Maintain the general ledger operation
- customer service on sales floor- Welcoming to the store, directing to specific sections, answering questions, use the book master software, to search for and locate specific titles within the store, facilities point of sales
- Guest and store order processing
- receiving and storing inventory
- Inventory cycle counts

EDUCATION

Bachelor of Commerce

Mahatma Gandhi university Kottayam

2015 - 2018St.

Kuriakose College of
Management and Science, Kerala,
India

Courses

- Major in Computer Application

Professional Diploma in Computerized Financial Accounting

Infocom Computer Academy

2020 - 2021

Kerala India