

# NEETHU ANTONY

Al- Karama, Dubai,UAE  
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Dedicated and detail oriented Accountant with more than four years of proven experience in financial management, data analysis, and book keeping. Seeking to contribute expertise in maintaining accurate financial records, assisting in budgeting and reporting, and collaborating effectively with cross functional teams. Committed to optimizing financial process and ensuring compliance with accounting standards to support the organization's growth and success.

## WORK HISTORY

**AL MUDABIR SUPERMARKET LLC AI KARAMA ,UAE**

**Aug 2023- Nov 2023**

### **Admin Cum Accounts Assistant- (Temporary)**

- Maintaining accurate records of income and expenses, tracking accounts payable and accounts receivable, and ensuring that financial statements are up to date and accurate.
- Recording of all purchases made by a business. Checking of each purchase is documented with details like date, supplier name, invoice number, and the amount.
- Handling small amounts of cash used for minor expenses. It includes keeping a record of petty cash transactions, replenishing the fund when it's low, and ensuring that there is accountability for every expenditure.
- Tracking and recording employee attendance, including their work hours, time off.
- Comparing a company's bank statement with its own accounting records to ensure that they match. Discrepancies are investigated and resolved to ensure the accuracy of financial records.
- Assists in the preparation of tax filing and monitoring documents, involves gathering all necessary financial information to complete and submit tax returns to the appropriate tax authorities.
- General office duties which include following every e mail, record keeping & filing, preparation of documents and maintain all duties in a systematic way.

**SYLCON GROUP-M/s. Faiz Retail Hypermarket-India, Kerala Mar 2023-Jun 2023**

### **Junior Accountant -(Rejoined)**

- Address and resolve various administrative and financial challenges, applying analytical skills to identify efficient solutions.
- Maintain orderly records and systems for efficient office operations, both in terms of paperwork and digital resources.
- Exceptional written and verbal communication skills effectively with team members and work collaboratively.
- Manage petty cash, record expenses accurately, and ensure timely reimbursement for valid expenses
- Verify the GRN generate in different location. Generate Debit note, Credit note and Quotations and make it clear for final invoicing process. Assist with general administrative tasks, including filing, answering calls, and maintaining office supplies. Accurately input financial data and other relevant information into databases and accounting software. Maintain accurate and up-to-date financial records, categorizing transactions appropriately.

**M/s. SYLCON GROUP SHOES&BAGS-India,Kerala**

**Sep 2020-Jun 2022**

### **Accounts Assistant**

- Utilization of Tally ERP software to the execution of financial transactions, track expenses, and maintain accurate records. Perform bank statement reconciliations and ensure accuracy in financial data. Prepare tax- related documentation and assist with tax preparation processes.
- Assist in auditing financial records to ensure compliance with regulations and accuracy.

- Create and manage invoices, ensuring timely and accurate billing to clients. Manage basic day-to-day office operations, including organizing files, scheduling appointments, and handling incoming communication. Maintain an organized filing system for both digital and physical documents.
- Support the Account Manager in year-end close process by preparing financial reports and statements. Perform data entry tasks accurately and efficiently.
- Collaborate with other team members to ensure seamless operations within the office. Skillfully manage multiple tasks and responsibilities concurrently. Pay meticulous attention to detail to ensure accuracy in financial data and office tasks. Communicate effectively with team members, clients, and vendors.
- Collaborate with colleagues to ensure efficient work flow and problem-solving. Utilize analytical skills to identify discrepancies, trends, and opportunities for improvement in financial data.

**M/s. BHARAT TIME STYLE-India , Kerala**

**Sep 2018- Aug 2020**

**Accounts Assistant**

- Identify and address financial discrepancies, errors, and challenges that may arise during various financial processes.
- Investigate and resolve discrepancies between sales, purchases, bank statements and internal financial records. Handle the end-to-end invoicing process, including generating invoices, verifying billing details, and sending invoices to clients.
- Ensure best practices of accuracy in an invoicing and track payment security statuses. Perform data entry tasks accurately and efficiently to input financial information into relevant systems.
- Organize and maintain financial documents, records, and reports in an organized manner for easy retrieval and reference. Assist in generating financial reports analysis and statements on a regular legal basis.
- Compile and analyze financial data to provide insights and recommendations to support decision-making. Collaborate with cross- functional teams, including finance, accounting, and customer support, to ensure alignment and accuracy in financial processes.

**M/s. MASTER OF ACCOUNTS-India, Kerala**

**Feb 2018- July 2018**

**Accounts Trainee**

- Collaborate with auditors during internal and external audits by providing required financial documentation and assisting in the audit process to ensure compliance and transparency
- Generate and manage invoices for products services rendered, maintaining proper documentation and timely communication with clients to facilitate seamless payment processes.
- Stay updated with the relevant accounting standards, books of accounts and ensures the application of these standards to maintain accurate financial reporting.
- Maintain all documents , records to get easy accessibility and updated . Maintain a teamwork and accurately organized financial records, including accounts payable and receivable, expenses, income, and general ledger entries.

**EDUCATION**

- Degree BSc. -St. Albert's College -Kerala, India -Mar 2014-Mar 2017
- Higher Secondary Education- GVHSS- Kerala, India-Mar 2012-Mar 2014
- High School Education- St. Augustine's GHS- Kerala, India-Mar 2012

## CERTIFICATIONS

- **CPTTC: Smart X** – A vocational training organization of Govt. Of Kerala, India  
Office assistance- MS Office packages -Microsoft word, Microsoft Excel & Accounting packages-09/2018
- **CERTIFICATE IN ADVANCED MS-EXCEL:** LCC- A division of Ligate Technologies Pvt. Ltd - Pivot table, V look up, Data analysis, H look up etc.

## IT LITERACY

- |  |                              |
|--|------------------------------|
| ❖ <b>Tally ERP 9 &amp; Tally Prime</b> | ❖ <b>Advanced MS Excel</b>   |
| ❖ <b>Microsoft Dynamics</b>            | ❖ <b>MS Word</b>             |
| ❖ <b>Dart POS</b>                      | ❖ <b>MS Power Point etc.</b> |
| ❖ <b>Quick Books &amp; Zoho</b>        | ❖ <b>Retail-X</b>            |

## SKILLS SUMMARY

- Accounting Software & Accounting Standards
- Accounts Receivable & Accounts Payable- AR & AP
- Analytic & Attention to Details
- Banking & Bank Reconciliation Statements- BRS
- Book Keeping & Cash Management
- Collaboration & Effective Communication skills
- Customer Services and Interpersonal skills
- Data Entry & Organizational Skills
- Documentation & Quotations
- Financial analysis & Financial reporting
- General Administration
- Invoicing & GRN verification
- Office Administration & Skilled Multitasking
- Petty Cash Management
- Statutory Compliance- GST & VAT
- Time management
- Tech Savvy

## PROFILE

Nationality : Indian  
DOB : 15-10-1996  
Languages : English,Hindi&Malayalam  
Passport No : Y5593414

Visa Status : Visit Visa  
Hobbies : Cooking & Travelling  
Marital Status : Married

## DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

**NEETHU ANTONY**