

## Junior Accountant & Cashier

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## WORK EXPERIENCE

01/2022 - 09/2023

*Kerala, India*

- Financial Transactions : Inputting financial data into accounting software, ensuring accuracy in recording sales, expenses, and other transactions.
- Bank Reconciliation : Matching and reconciling company financial records with bank statements to identify any discrepancies.
- Cash Handling : Managing cash transactions, including receiving payments, issuing receipts, and maintaining accurate cash balances.
- Invoice processing : Generating and processing invoices, ensuring proper documentation of sales and purchases.
- Expense Tracking : Monitoring and categorizing company expenses, verifying receipts, and maintaining organized records.
- Financial Reporting : Assisting in the preparation of financial statements and reports for review by senior accountants or management.
- Auditing Support : Providing documentation and support during internal or external audits to ensure compliance with financial regulations.
- Data Entry : Accurate and efficient data entry skills for timely and error-free recording of financial information.
- Financial Analysis : Basic analysis of financial data to identify trends, discrepancies, and areas for improvement.
- Customer Service : Interacting with customers, handling inquiries related to transactions, and providing assistance as needed.

## Financial Transactions

## Cash handling

## Invoice processing

## Expense management

## Reconciliation

## Customer service

## Detail-Oriented

## Adaptability

## Team Collaboration

## Technical proficiency

## Data Entry

## Time Management

Achieved Perfect Record in Cash Reconciliation (01/2022 - 09/2023)

### Enhanced Efficiency in Invoice Processing (01/2022 - 09/2023)

Customer Service Excellence  
(01/2022 - 09/2023)

02/2021 - 09/2021

*Kerala, India*

- Master Accounting
- Microsoft Excel

Kerala Board Higher Secondary Examination

07/2015 - 03/2017

*Kerala, India*

- Commerce

## English

*Full Professional Proficiency*

Malayalam

*Full Professional Proficiency*

Hindi

*Limited Working Proficiency*