

Amrutha B R Billing cum Assistant Accountant

Detail-oriented and efficient Billing cum Assistant Accountant with a strong background in financial record keeping, billing, and accounts management. Possesses expertise in processing invoices, managing accounts receivable and payable, and conducting bank reconciliations. Adept at maintaining accurate financial records, ensuring compliance with regulations, and providing exceptional customer and vendor support. Proven ability to support financial reporting and month-end closing procedures. Seeking to leverage mu skills and experience to contribute to a dynamic accounting team.

🔀 amruthabr698@gmail.com

+971 56 582 9321

Punalur, Kollam, Kerala, India

Punalur, Kollam, Kerala, India

Oubai, UAE

WORK EXPERIENCE

Billing cum Assistant Accountant

M Johny & Sons

11/2021 - 08/2023

Roles & Responsibilities :

- Preparing and issue invoices to customers accurately and timely.
- Monitoring and follow up on outstanding invoices and payments.
- Resolving billing discrepancies and respond to customer billing inquiries.
- Tracking and recording incoming payments from customers.
- Maintaining accurate records of accounts receivable transactions.
- Reconciling accounts receivable balances and resolve any discrepancies.
- Assisting with the preparation of financial statements and reports.
- Maintaining accurate and up-to-date accounting records and ledgers.
- Assisting with month-end and year-end closing procedures.
- Ensuring compliance with company policies regarding expense reporting.

Assistant Account

Life Care Pharma

11/2020 - 11/2021

Roles & Responsibilities :

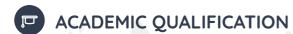
- Maintained accurate and up-to-date financial records and ledgers.
- Monitored accounts receivable balances and follow up on outstanding
- invoices. Maintained accurate records of accounts payable and address any
- discrepancies.
- Investigated and resolve discrepancies between bank statements and accounting records.
- Entered financial data into accounting software and maintain accurate records.
- Compiled and analyze financial information to support decision-making.
- Provided necessary documentation and support during audit processes.
- Communicated with customers regarding billing and payment issues.
- Assisted with office tasks such as filing, answering phones, and managing correspondence.

03 June, 1998 **KEY SKILLS** Т **Bank Reconciliation** Data Entry Accounts receivable management Documentation And Reporting Invoice Processing Client Relations Payment Processing Payroll Processing Account Monitoring SOFT SKILLS Т Active listening

Analytical Skills

Communication

Leadership



M.Com in Finance Indira Gandhi National Open University Maidan Garhi 2021 - Present New Delhi, India

Diploma in Multilingual Office Automation & Financial Accounting of C-DAC

Pune, Maharashtra, India

Trivandrum, Kerala, India

Kerala, India

Kerala, India

GIST 07/2019 - 12/2019

B.Com in Finance Kerala University 2019

Higher Secondary Board of Higher Secondary Education 2016

Secondary Board of Public Examination 2014



STRENGTH & QUALITIES

Caring about other people.

Collaborating and working well together with others.

Conflict management and resolution skills.

Encouraging and inspiring people to do their best.

Flexibility in thinking and operating style.

Humor and lightheartedness.

Inspiring and motivating others to active greatness.



ERP Software Tally

MS Office Word | Excel | PowerPoint







Nationality : Indian

Gender : Female

Marital Status : Married

Passport No: X3232115

Date of Expiry : 18/02/2034



Music

淤 Travel



Making Crafts



I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Amrutha B R