



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 my skills and experience to contribute to a dynamic accounting team.

✉ amruthabr698@gmail.com

☎ +971 56 582 9321

📍 Dubai, UAE

📅 03 June, 1998

WORK EXPERIENCE

Billing cum Assistant Accountant

M Johny & Sons

11/2021 - 08/2023

Punalur, Kollam, Kerala, India

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

Punalur, Kollam, Kerala, India

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.

KEY SKILLS

Bank Reconciliation

Data Entry

Accounts receivable management

Documentation And Reporting

Invoice Processing

Client Relations

Payment Processing

Payroll Processing

Account Monitoring

SOFT SKILLS

Active listening

Analytical Skills

Communication

Leadership

ACADEMIC QUALIFICATION

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

GIST

07/2019 - 12/2019

Pune, Maharashtra, India

B.Com in Finance

Kerala University

2019

Trivandrum, Kerala, India

Higher Secondary

Board of Higher Secondary Education

2016

Kerala, India

Secondary

Board of Public Examination

2014

Kerala, India

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.

DECLARATION

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

Amrutha B R

TECHNICAL SKILLS

ERP Software

Tally

MS Office

Word | Excel | PowerPoint

LANGUAGES KNOWN

English



Hindi



Malayalam



Tamil



PERSONAL INFO

Nationality : Indian

Gender : Female

Marital Status : Married

Passport No : X3232115


Date of Expiry : 18/02/2034

HOBBIES & INTERESTS

 Music

 Travel

 Movies

 Making Crafts