

ANAND B J

(ACCOUNTANT)

SUMMARY

Dynamic and detail-oriented Accountant with 3 years and 4 months of experience in financial reporting, taxation, and audit. Proficient in preparing and analyzing financial statements, ensuring accuracy and compliance with regulatory standards. Skilled in managing bookkeeping, bank reconciliations, and payroll processing efficiently. Experienced in utilizing ERP systems to streamline operations and enhance reporting capabilities. Strong analytical skills with a proven ability to contribute to strategic financial decision-making. Seeking to leverage expertise in accounting and financial management to support organizational growth and success.

EDUCATION

Master of Commerce, 2016 – 2018

Indira Gandhi National Open University Kerala, India

Bachelor of Commerce, 2012 – 2015

Kerala University Kerala, India

EXPERIENCE

Accountant, 02/2021 – 06/2024

Krishnakumar & Arun Chartered Accountants Thiruvananthapuram, India

- Prepare and maintain financial records, statements, and reports for clients.
 - Conduct audits and ensure compliance with accounting regulations and standards.
 - Maintaining books of accounts for clients, ensuring accuracy and completeness.
 - Analyze financial information to assess accuracy, completeness, and conformance to reporting and procedural standards.
 - Assist in budget preparation and financial forecasting
 - Handle accounts payable and receivable activities, including invoicing and reconciliation.
 - Maintain confidentiality of financial information and client data.
 - Provide financial advice to clients regarding investment decisions, cash management, and financial planning.
 - Utilize accounting software and spreadsheets to organize financial data efficiently.
 - Stay updated on changes in tax laws and regulations that may affect clients.
 - Support clients in preparing for audits and financial reviews.
 - Assist in developing and implementing accounting policies and procedures.
 - Monitor financial transactions and ensure compliance with internal controls.
 - Handling income tax filing for clients, ensuring compliance with tax regulations.
 - Preparing financial statements for companies and firms, accurately reflecting their financial position.
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CONTACT

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SKILLS

- Financial reporting
 - Tax preparation and filing
 - Auditing
 - Financial analysis
 - Budgeting and forecasting
 - Cost accounting
 - Bookkeeping
 - Bank reconciliation
 - Attention to detail
 - Analytical thinking
 - Data Analysis
 - Team Work
 - Payroll processing
 - Cash flow management
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CERTIFICATIONS

TALLY ESSENTIAL COMPREHENSIVE CERTIFICATE (2023)

Tally Education Private Limited (TEPL) & Skill Development Mission Govt of Kerala, India

PERSONAL DETAILS

D.O.B : 1-10-1994
Nationality : Indian
Gender : Male
Marital Status : Single
Visa Status : Visit Visa
Passport No : V7936355

LANGUAGES

Malayalam: First Language



Proficient



Intermediate

COMPUTER SKILLS

- Tally
- MS Word
- MS Excel
- MS PowerPoint

REFERENCES

Mr. Gokul madhu
Manager
Krishnakumar and arun CA Firm
Phone No: 8089443080