



ANJU KUNJUMON

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✉ anjumobin898@gmail.com

📍 Dubai, UAE

EDUCATION

Bachelor of commerce
Mahatham Gandhi University
2010-2013

SKILLS

- Accounts Payable/Receivable
- Invoice Processing
- Bank Reconciliation
- Payroll Support
- Data Entry & Record Keeping
- Financial Reporting Assistance
- Month-End Close Support
- Budgeting & Forecasting Assistance
- Knowledge of GAAP and GCC VAT
- MS Excel & Accounting Software

LANGUAGE

English
Hindi
Tamil
Malayalam

ABOUT ME

Detail-oriented and organized Accounts Assistant with 4 years of experience in providing accurate financial support, maintaining ledgers, preparing invoices, and assisting with month-end closing procedures. Skilled in reconciling accounts and ensuring timely financial reporting. Proficient in using accounting software such as Tally and Zoho books. Looking to apply my skills in a dynamic finance team to contribute to efficient financial operations

WORK EXPERIENCE

● 2022-2024

Amala Agencies, kerala, india

Accountant

- Process and record invoices, ensuring timely payments to vendors and accurate input of data into accounting systems.
- Assist in month-end closing procedures by reconciling accounts and preparing supporting documents.
- Collaborate with senior accountants in preparing financial reports and assisting with audits.
- Maintain accurate records of daily financial transactions and ensure completeness for tax filing purposes.
- Respond to vendor queries and resolve payment discrepancies, improving vendor relationships.

● 2020-2022

Thomachan Trading company, kerala, india

Accountant

- Managed the accounts payable cycle, ensuring timely payments and resolving invoice discrepancies.
- Reconciled bank statements on a monthly basis, improving the accuracy of financial records.
- Provided support for payroll processing and employee reimbursements, ensuring compliance with company policies.
- Entered financial data into accounting systems, maintaining accurate and up-to-date ledgers.

PERSONAL DETAILS

Date of birth: 26/01/1993
Marital status: Married
Passport no: Y5588804
Visa Type: visit visa