



ANURAJ.T.A.

Accounts Professional

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Core Competencies

Planning and Organizing

Communication skills

Problem analysis and resolution

Attention to detail

Team player

Stress tolerance

Strategic thinking

Hard working

Liaison & Coordination

A goal-oriented professional with proven skills & hands-on in performing all accounting & financial operations; targeting junior-level assignments in **Finance & Accounts** with an organization of repute



Profile Summary

- ▶ A **MBA in Finance** professional with **over 7 years** of experience in the domain of **Finance & Accounts**
- ▶ Currently working with **Business DNA India Pvt Ltd as Accountant**
- ▶ Solid working Knowledge of MS office with strong level of proficiency in Excel
- ▶ Efficient maintenance of the integrity of general ledger accounts
- ▶ Excellent organizational skills with ability to effectively prioritize to meet strict deadlines
- ▶ Proven ability to quickly learn and use new technologies and tools
- ▶ Proven track record of excellence.
- ▶ Possess knowledge of MS office, Oracle, QuickBIS, SPMat, Tally 9, and so on
- ▶ An engaging team-player who also act as a motivator.
- ▶ Analytical and quality-oriented professional with an eye for detail
- ▶ Deal accounts and finance in Supermarket, Trading & Contracting, Retail & Wholesale, Hospitality, Oil & Gas Industry, Construction & Engineering etc.



Education

- ▶ **MBA in Finance** from Rabindranath Tagore University, India
- ▶ **B.com** from Calicut University.
- ▶ **Board of Higher Secondary**
- ▶ **Board of Public Exam**

Career Achievements

Company Name : Business DNA India Pvt Ltd (**National Catering Co. LLC, Abu Dhabi, UAE**)
Designation : **Accountant**
Prime Function : Responsible for Finance section
Duration : 13/OCT/2020 to Present
Country : **Info park, Kochi, India**

- Accounts Payable: Handling Invoices, Payment & Reconciliation of Vendor Accounts
- Reconciliation of Intercompany transaction on monthly basis
- Preparation of Staff Payroll
- Verifying the supplier's invoiced prices as per the contract/agreed prices and get the explanation from central purchasing department in case of any price variances
- Handled the daily processing of hundreds of invoices and related documentation.
- Operational activities : Customer Invoicing, issuing of local purchase orders, booking of GRN and issue of debit & credit note

Company Name : **Toyo Engineering & Construction Company, Japan**
Designation : **Inventory Accountant/ SPMat Controller**
Prime Function : Responsible for Warehouse section (Oil & Gas Industry)
Duration : 05/Dec/2017 to 04/Dec/2018
Country : **Pen Gerang, Malaysia**

- Confirm inventory adjustments made in SPMat is aligned to the approved proposal above and provide updates to management on the impact of adjustments to the P&L.
- Work closely with operations staff and management to develop, fine-tune and document inventory control procedures.
- Working collaboratively with the Logistics team to improve work flow processes by identifying root causes, bill of material and routing analysis.
- Provide/assist in error resolution for sourcing team.
- Perform other projects as assigned by the Accounting Supervisor/ Manager.
- Support month-end and year-end closing process.
- Work closely with management and General Accounting on daily updates.
- Create and manage complex spreadsheets on inventory data.
- Prepare the MIS reports, Material Requisition Report, Material Issuance report, Material Damage Report etc.
- Mapping of various materials like Equipment, Civil structure, Electrical, Chemical etc.
- Assisting to Inventory manager to collect Packing List and shipment details and control logistic department.

Company Name : **Manhal Group of Companies**
Designation : **Accountant**
Prime Function : Responsible for Finance section (Supermarket, Trading & Contracting & Engineering)
Duration : 13/Aug/2014 to 12/Aug/2017
Country : **Doha, Qatar**

- Maintaining cash transactions and Petty cash book.
- Entry posting of purchase, sale payment, receipt collection and journal.
- Maintaining day to day accounts and reporting.
- Preparing invoice for clients.
- Reconciliation of bank statements.
- Preparing outstanding statement of debtors and making payment follow ups and related works.
- Preparing and reporting of income and expenses forecast to senior management.
- Taking part in yearend stock taking and book vs physical adjustment maintenance.
- Managing Accounts Payable and Accounts Receivable
- Preparing cheque for approval and payments with supporting document and invoices.
- Processing of Vouchers of all types into ERP system.
- Active monitoring of cash flows and Preparation of daily sale reports.
- Monthly reconciliation of various general ledger accounts

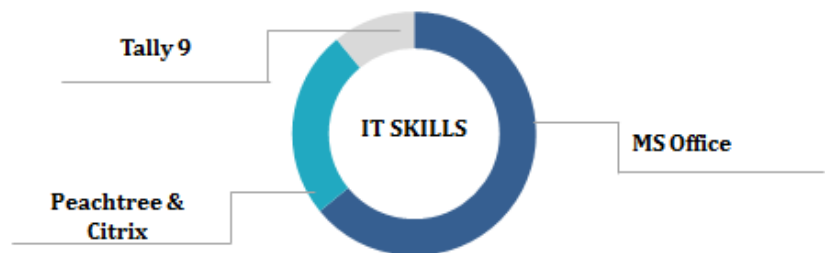
Company Name : **HAPBCO Construction Company**
Designation : Assistant **Accountant**
Prime Function : Responsible for Finance section
Duration : 12/June/2013 to 30/July/2014
Country : **Hyderabad**

- ⦿ Maintaining books of accounts of the firm
- ⦿ Maintaining ledger of Accounts
- ⦿ Invoice Processing
- ⦿ Basic administration
- ⦿ Updating and maintaining procedural documentation
- ⦿ Posting and processing journal entries to ensure all business transactions are recorded
- ⦿ ESI, TDS, PF filing
- ⦿ Bank reconciliation



IT Skills

- ⦿ Tally
- ⦿ MS Office (Word, Excel, PowerPoint)
- ⦿ SPMat (Inventory)
- ⦿ PACT (Payroll)
- ⦿ Business core (Accounts Payable, Supply Chain)
- ⦿ Peachtree & Citrix



Personal Details

Date of Birth : 23rd Nov 1991
Languages Known: English, Malayalam & Hindi
Address : Thandengattil (H), Kalloor Post, Vadakkekad, Kerala, India
Nationality : Indian
Passport No. : **L4186557**
Marital Status : Single

Outstanding references provided on request