

ANSAL P J

Accounting Associate / Junior Accountant

A proficient and hardworking Accounts Professional with Bachelors in Business Administration and more than 3 years of work experience in Accounting and Bookkeeping functions. Over the period of years, I have experienced in manage all type of accounts up to finalization, preparing invoices, managing client accounts, preparing reports, and other clerical activities. Best described as efficient, dependable and innovative with a commendable professional attitude. I wish to continue my career within a well-established organization and take on new challenges, where I can contribute to its success and further develop my skill set and experience.



Date of Birth

20.Jun.1991

Nationality

Indian

Marital Status

Married

Availability

Immediate

PASSPORT NO: K1071883

VISA STATUS AND VALIDITY: VISITING VISA; 20/11/2020



CONTACT



+971 553 899 316



ansalpezhakkapilly@gmail.com



Sunrise Building-Karama-Dubai



CORE COMPETENCIES

- Strong accounting, financial and administrative skills.
- Responsible with precise attention to detail.
- Confident communicator, negotiator and decision maker.
- Ability to work efficiently under all circumstances and environments.
- Ability to work alone, as well as part of team.
- Highly organized with excellent time management skills.
- Broad knowledge of accounting, bookkeeping, reporting and practices.
- Technically competent with experience in Microsoft office and accounting packages.



EDUCATION & CREDENTIALS



Bachelor of Business Administration – Mahatma Gandhi University – Kottayam, India – 2012



12th -Medical Laboratory Technician – VHSE - Kerala,India - 2008



10th – S.S.L.C – State Board – Kerala, India – 2006



IT SKILLS

- Tally ERP9
- Oracle 12
- Busy ERP
- Microsoft Office Word, Excel, PowerPoint, outlook.
- Verify, Dart, Process Integrator



WORK EXPERIENCE

Al Aman Fire Equipment Fix & Maint. - Sharjah, UAE

March 2020 - July 2020

Accounts Admin

- Handling financial inquiries regarding client contracts and invoices.
- Keep Track of and Verify Accounts Payable and Receivable.
- Petty cash handling.
- Maintained daily journal and ledger entries.
- Maintenance of Day Book and ledgers

Conduent Business Services India LLC - Kochi, India

July 2017 - December 2019

Accounting Associate

- Process, record and pay invoices, bills and other transactions
- Invoice processing, AP report preparation, Training new hires
- Experienced with Oracle ERP and automation tools
- E-Mail Handling & attending customer queries.
- Documenting updates in the process and preparing reports.
- Performing Accounts payable through ERPs - Oracle for various clients.
- Review of invoices processed by team members as a part of quality check to ensure the quality and accuracy of work done to meet client expectations.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Focused on the quality of work and always achieved productivity target with 99.5% quality

Real Accounts private Ltd

March 2016 - June 2017

Junior Accountant

- Manage all types of accounting transactions up to finalization
- Prepare Income statements and Balance sheet
- Prepared detailed account reconciliations and corresponding reports.
- Handling financial inquiries regarding client contracts and invoices.
- Keep Track of and Verify Accounts Payable and Receivable
- Assisted in monthly closing procedures.
- Created and maintained new accounts.
- Maintained daily journal and ledger entries.

Puthenvilayil Plastics (Retailer in Plastics and Signage Materials)

June 2012 - February 2016

Store In- charge

- Purchase and sales management.
- Maintain cash and accurately record cash transactions
- Stock management and employee management
- Petty cash handling.
- Review and approve purchase orders before ordering goods.
- Process purchasing requests and maintain purchasing logs.
- Contact vendors to obtain price quotes and perform negotiations.
- Manage deliver schedules and status of goods.



PERMANENT ADDRESS

Puthenpurayil (H), Pezhakkappilly P.O, Muvattupuzha - Kerala, India

ZIP Code: 6866 73



+91 9746 203 802

Mobile: +971 553899316

Email: ansalpezhakkapilly@gmail.com