

ANJALI P S

CONTACT

PULLARAKKATT HOUSE, EDATHIRINJI P O, KAKKATHURUTHY, THRISSUR 680122

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PERSONAL SKILLS

- Positive attitude
- Willingness to learn
- Sincerity and punctuality
- Dedication to committed work
- Hard-working nature
- Teamwork coordination
- Problem solving
- Time management

TECHNICAL SKILLS

- Windows
- Tally ERP 9
- Tally Prime
- MS Excel
- MS Word
- MS Office

PERSONAL DETAILS

Date of Birth / Age: 1999-11-02
Nationality: Indian
Marital Status: Married
Gender: Female
Religion: Hindu, Ezhava

LANGUAGES KNOWN

Malayalam

Native

English

Upper intermediate

Tamil

Beginner

CAREER OBJECTIVE

Dedicated and hard-working professional with a strong foundation in problem solving, time management, and teamwork coordination. Proficient in Windows, Tally ERP 9, Tally Prime, and the MS Office suite, including Excel and Word. Known for a positive attitude, willingness to learn, and sincerity in all tasks undertaken. Committed to delivering high-quality work with punctuality and dedication. Aspires to leverage skills in a dynamic environment that fosters growth and innovation.

WORK EXPERIENCE

Accountant 01/2022 - 06/2025
Addon Group of Companies - Aluva, India

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions).
- Maintaining petty cash.
- Invoicing.
- Prepared reconciliations for monthly closings.
- Managed and supported the team and provided them with accounting advice.
- Preparation of final accounts for auditing.
- GST filing.
- Ensured the accuracy of revenue and expense accounts.
- Maintaining and following up on accounts receivable and payables.
- Manage the company's financial accounting, monitoring, and reporting systems.
- Assisting in filing ESI and EPF.
- Managed financial reporting processes resulting in enhanced transparency.
- Generated accurate financial reports using advanced software tools.
- Reviewed and reconciled ledgers to maintain integrity of financial data.

Assistant Accountant 07/2018 - 01/2022
Murali & Shaji Tax Consultancy - Aluva, India Parttime July 2018-July 2020

- Book keeping
- Monitoring Accounts Receivables and Payables
- Maintaining petty cash.

ACADEMIC QUALIFICATIONS

Master of Commerce: PURSUING , Select/2023
Indira Gandhi National Open University

Bachelor of Commerce: Co-Operation, 06/2017 - 03/2020
Mahatma Gandhi University - Aluva, Kerala

Plus Two: Commerce – Computer Application, 07/2015 - 03/2017
Government Girls Higher Secondary School - Aluva, Kerala

SSLC: Kerala Board of Public Examination, 06/2014 - 03/2015
ST Francis High School for Girls - Aluva, Kerala

CERTIFICATION COURSES

LBS Centre Kalamaserry - Tally Computerised Financial Accounting Using GST (2021)
ASAP Kerala - Meeting Conference and Event Planner (2017)

DISCLAIMER

I hereby declare that the above information is true to the best of my knowledge and my belief.