

Resume



Anju Mariya Sunny

Energetic accounting assistant with 5 years of experience in financial administration. Skilled in data processing and documentation analysis. Proficient in handling diverse accounting tasks, including financial record-keeping, invoice processing, and bank reconciliation. Skilled in using accounting software and spreadsheet applications to ensure accurate data entry and financial analysis.

Contact

Address

Perumbavoor, Ernakulam, KL,
683545

Phone

+91 8589929535

E-mail

anjumariya06@gmail.com

Skype ID

live:.cid.17e691f6323e6cc9

Personal Details

DOB : 06/06/1995

Gender : Female

Marital Status : Single

Nationality : Indian

Work History

2019 – 2023

Accountant Assistant

*Rural Academy for Management Studies, Cherai,
Cochin, Kerala*

- Assisted in the preparation of budgets and cash flow.
- Accurately maintain and update financial records, including accounts payable, accounts receivable, general ledger entries, and transactional data.
- Handle student fee payments, record transactions, and maintain fee-related records.
- Assist in preparing for internal and external audits, ensuring adherence to financial regulations and policies.
- Assist in preparing financial statements, reports, and summaries for management and external stakeholders.
- Effectively communicate with internal and external stakeholders regarding financial matters.

Skills

- Financial Accounting
- Accounting Software
- Data Entry
- Multitasking
- Communication Skill
- MS Excel

Education

2016-2018	<i>Master of Human Resource Management (77%)</i> <i>Mahatma Gandhi University, Kerala</i>
2013-2016	<i>Bachelor of Commerce- Computer Application (75%)</i> <i>Mahatma Gandhi University, Kerala</i>
2013	<i>Higher Secondary Education – Commerce (75%)</i> <i>Kerala Board Of Higher Secondary Education</i>
2011	<i>Secondary Education (10th Standard) (83%)</i> <i>Kerala Board of Public Examination</i>

Additional Qualifications

2017	<i>PDCFA (Professional Diploma In Computerised Financial Accounting)</i>
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