





ANOOP K THANKAPPAN

ABOUT ME

Accountant with 5+ years' experience in reconciling accounts, maintaining financial records, and analyzing data. Adept at streamlining processes to improve efficiency and accuracy, while demonstrating a strong foundation in accounting principles and software proficiency.

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 Al karama ,Dubai

WORK EXPERIENCE

ACCOUNTANT

Greens Angadi pvt ltd. - Kochi ,India

Aug 2018 - Sep 2023

Highlights:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Support month-end and year-end close process. Providing documentation and reports as requested and needed, including audits.
- Monthly reconciliation of prepaid expenses, deferred revenue, accounts payable, pledge schedules, etc.
- Providing documentation and reports as requested and needed, including audits.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation.

ACCOUNTANT CUM DATA ENTRY OPERATOR

Rooms Arabia- Kottayam, India

Aug 2017 - July 2018

Highlights:

- Recording of daytoday transactions in Accounting system.
- Ensure Financial statement is prepared.
- Suggest for change in accounting process where it is required.
- Prepare monthly Variance report based on Actual and Budgeted P&L for each business unit.
- Participate in the preparation of the needed reports related to accounts payable (daily, weekly, monthly, and annually) on time for effective management decision making
- Processing journal entries to the general ledger
- Reconciling bank and credit card accounts on weekly basis
- Working with the Manager in forecasting income and expenses
- Prepare monthly payroll and timely submission to the management

SOFTWARE SKILLS



AREAS OF EXPERTISE

Book keeping Payroll accounting
POS System Pettycash management
Reconciliation Time management
Budgeting Presenting Admin task
Team management Microsoft excel
Microsoft word Reconciliation
Final accounts Financial statement
SAP Accounting Data entry
Tally erp 9 Peachtree Quickbooks

EDUCATION HISTORY

B.com ; Bachelor's of commerce
Mahatma Gandhi University-India
2013 - 2016

High Secondary Education

Kerala State (commerce computer)
2011 - 2013

SHORT COURSES

Jan 2016 | G tec education
Certificate in Tally erp9 and Prime

Jan 2016 | G tec education
DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

Jan 2016 | G tec education
PROFESSIONAL DIPLOMA IN INDIAN, FOREIGN AND SAP ACCOUNTING

Jan 2016 | G tec education
DIPLOMA IN INDIAN & FOREIGN ACCOUNTING

LANGUAGES

- English
- Hindi
- Malayalam