





Neena Antony

Accountant

 Plamkudy House, Kizhakkambalam
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 9605710608

 neenaantony20@gmail.com

Dedicated Accountant with experience developing and implementing financial systems, strategies, processes, and control that significantly improve P&L scenarios. Expert at establishing accounting functions, systems and best practices; Cost-Reduction, Automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. Computer skills include proficiency in Excel, Quick Books, Tally ERP9 and MS Office.



Skills

- Account Finalization
- GST Filing
- General Ledger
- Effective communication
- Analytic and problem solving skill
- Budgeting
- Bank Reconciliation
- Time management
- Experience in Quick Books & Tally
- Cash book
- Decision making



Work History

Accountant

Manjila and Singh Innotech Pvt Ltd, Ernakulam, Kerala

- Assisted preparation and coordination of the audit process, implementing and maintaining internal financial controls and procedures
- Established controls and processes to perform general ledger work for the month, quarter, and year end.
- Review and reconcile the books of accounts on monthly basis
- Worked closely with management on budget and financial reporting

2019-11 - Current

2017-09 - 2019-08

- Performed monthly bank reconciliations and banking transactions
- Recorded transactions in Quick Books, and mailed invoices to customers two times per month.
- EPF, ESIC and TDS Calculations
- Review and analyze the balance sheet, Income statement, Cashflow statements, and creditors balance.
- Basic Cash book dealing on monthly basis
- Responsible for the payroll function & petty cash handling

Accountant Executive

Brandsalad, Ernakulam, Kerala

- Collected and analyzed clients data and financial transactions documenting, accounting and control procedures.
- Analyzed balance sheet accounts, and posted monthly journal entries.
- Administer accounts payable and accounts receivable from our banks.
- Work closely with auditors during all audit processes
- Explained financial matters to people outside of the finance department in a comprehensive way.
- Recorded transactions in Tally ERP 9
- GST Filing on monthly basis
- Tracking expenses, budget, taxes, cash flow receipts and other financial dealings.
- Performed monthly bank reconciliation and Account finalization

2014-06 - 2017-03



Education

Bachelor of Commerce: Finance & Taxation

MES College For Advanced Studies - Aluva



Languages

- | | | |
|-----------|-------|-----------|
| English | ●●●●● | Excellent |
| Malayalam | ●●●●● | Excellent |
| Hindi | ●●●●● | Very Good |
| Tamil | ●●●●● | Good |



Interests

- Singing
- Travelling