

ANNIEMOL CHACKO

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PROFESSIONAL SUMMARY

Detail oriented and highly motivated assistant accountant with a solid foundation in accounting principles and financial reporting. Skilled in managing day to day accounting tasks , including ledger maintenance, bank reconciliation, invoicing and data entry. Adept at assisting in the preparation of financial statements, ensuring compliance with accounting standards and company policies. Demonstrates strong analytical abilities and a commitment to maintaining accuracy in all financial documentation. Eager to contribute to a dynamic finance team and support business decision making through financial support.

EDUCATION

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| • Bachelor Of Commerce in B.com Tax procedure and practice
In Kerala University | 2018-2021 |
| • Commerce - Higher Secondary Education
In DHSE | 2015-2018 |

WORK EXPERIENCE

Meridian Express Logistics LLP – Dubai Back Office, kochi,Kerala India Assistant Accountant	2024 - still working
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- Prepared and processed vendor and customer invoices related to freight, warehousing, and customer charges
- Reconciled accounts payable and receivable ledgers, ensure timely, payment and collection
- Coordinated with operations and logistics team to validate transport and freight documentation Handled Bank reconciliations, petty cash , and expense reporting
- Used (TALLY , Beams) to record daily transaction and generate report

AUDIT EXECUTIVE - K K PADMANABHA PILLAI & CO CHARTERED ACCOUNTANTS	2023- 2024
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- Detail oriented audit executive in conducting financial audits , reviewing internal controls and analysing financial statements.
- Skilled in risk assessment, audit planing, documentation, reporting and supporting regulatory and statutory audits.
- Proven ability to identify process gaps , recommend improvements and work collaboratively with finance and operational team to strengthen compliance and efficiency.
- Proficiency in MS Office, Tally ERP, Tally Prime and audit documentation tools.

TECHNICAL PROFICIENCY

TallyPrime,ERP , Beams

CORE SKILLS

- Accounting analytical skills
- Critical thinking and analysis
- Month ending report
- Tally ERP , Prime
- Microsoft Word
- Microsoft Excel
- Payroll processing
- Invoice and billing management
- Bank reconciliations
- Fund management
- Computer proficiency
- Budgeting and Cost control
- Book keeping and Ledger management
- Financial reporting
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LANGUAGES

English- (Fluent)

Malayalam - (Native)