**ANESH ELKA**

email:- **ANESH.164286@2freemail.com**

**CREER OBJECTIVE:**

I am well versed with accounting procedures both local as well as international. Multi-tasking is my forte along with keen analytical skills and lateral thinking ability. Meticulous and work driven by nature, I am essentially a team player and have demonstrated good leadership skills in previous jobs.

**EDUCATIONAL BACKGROUND:**

1996–1999Bachelors in Commerce Kerala, India

 University of Kerala

1993-1995 Pre-Degree (Commerce Group) Kerala, India

**WORK EXPERIENCE:**

03-12-2011 to 29-12-2012 Accounts Clerk, Pixel Informatics, Kerala, India

**Responsibilities**

* Preparing employee salary details
* Preparing invoices & company audit
* Prepared supporting documentation whenever customers or auditors required

**10-04-2010 to 20-10-2011 Cashier cum accountant,** Akbar Restaurant, Dubai, UAE

**Responsibilities**

* Assist in monthly payroll .
* Making suppliers Cheque’s and issuing the Cheque’s to the client with dated and post dated
* Filing and updating weekly Ledger Account
* Drawing cash from bank
* Internet research for new accounting standards and techniques
* Balanced entries, organized documents and debits and credits, verified statements and totals with records

10-04-2006 to 31-03-2010 **Cashier cum accountant,** Little Hut Restaurant, Dubai, U A E

**Responsibilities**

* Preparing employee salary details
* Bank reconciliation
* Making suppliers cheques and issuing the cheques to the client with dated and post dated
* Handled day-to-day journal entries, reports, and income/sales, sales receipt deposits, bank account reconciliation, and performed various routine adjustments to company documentations, records, logs, journals, etc
* Utilized on a daily basis the accounting system of the company and assisted with monthly reports and invoicing

02-04-2004 to 28-02-2006 Receptionist (Cashier) Night Auditor, Hotel Horizon,Kerala, India

**Responsibilities**

* Overall operational responsibility of the reception such as guest check in/check out, foreign currency exchange, night auditing, handling EPABX, fax etc
* Coordinating and maintaining communication and relations with all the other departments ensure smooth operation of the department
* To lead and be the part of the team at any given time in the performance of basic operational duties
* Keep records of room availability and guests accounts
* Compute bill, collect payment and make change for guests
* Make, confirm and cancel reservations for guests
* Deposit guests' valuables in hotel safe or safe-deposit box

**COMPUTER SKILLS:**

**Operating System**

* Windows 98, NT, 2000, XP, Windows 7

**Software’s**

* MS Word, Excel, PowerPoint and Access

**Packages**

* Personal computer software (p c s)
* Tally 7.2, 9.1

**PERSONAL DETAILS:**

Nationality : Indian

 Marital Status : Married

 Date of Birth : 13-05-1977

 Date of Issue : 08-012-2009

 Date of Expiry : 07-12-2019

 Languages Known : English, Hindi. Malayalam, Tamil

**VISA DETAILS:**

 **Visa status : visit visa**

 **Visa validity : 10th April 2013.**