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**Anoop.315268@2freemail.com**

**Anoop**

**Career Objective**

Seeking a challenging position within a dynamic and progressive organization where I can make creative contributions by utilizing my knowledge and skills to the fullest potential.

**Skills & Attributes**

* Experience in Accounting as well as in Auditing, with the ability to handle many tasks simultaneously and prioritize workload.
* Experience as an Operations coordinator
* Hard working, confident, highly organized, enthusiastic and goal oriented
* Extremely well versed with computer and many related applications.
* Organizing / planning work flow to meet periodical deliverables with in the dead line.

**Organizational Summary**

* Worked with Telus Networks LLP, Bengaluru, India from Dec 2016 to Jul 2017 as Accountant
* Worked with Petrostem Erbil Ltd, Erbil, Iraq from Apr 2015 to Apr 2016 as Operations Assistant
* Worked with Jenny Flowers International LLC, Dubai, UAE from Feb 2013 to till March 2015 as Accountant
* Worked with SEDC Group of Companies, Kanhangad, India from Apr 2012 to Jan 2013 as an Accountant
* Worked with Jacob & George, Chartered Accountants, Kannur, India from Aug 2010 to Mar 2012 as an Audit Assistant.

**Professional Experience**

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| Dec 2016 to Jul 2017 | Telus Networks LLP | Bengaluru, India |
|  | Accountant |
|  | **Company Brief:** The company is engaged in Network Engineering Services and Telecom Infrastructure Company providing services in the Wireless Telecommunications domain to Cellular Operators and Telecom Vendors with head office located in Bengaluru, India. The company has been in existence for over 10 years in the industry.**Key Deliverables*** Data entry of Sales Invoices and maintenance of Receivables Ledger
* Data entry of Purchase Invoices and maintenance of Payables Ledger
* Data entry of Bank book and Cash book and preparation of Bank Reconciliation statements
* Banking operations like preparing remittances, payments by cheque on a timely and accurate manner, and preparation of Bank Reconciliation statements
* Maintain Petty cash which includes verification of bills before disbursement of cash and filing the expense bills along with the petty cash voucher in order
* Preparation of weekly outstanding receivables reports
* Maintain filing of Sales Invoices, Purchase Invoices, and Expenses
* To perform other duties outside the normal routine, if so required, within the scope of the department
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| Apr 2015 to Apr 2016 | Petro stem Erbil Ltd | Erbil, Kurdistan, Iraq  |
|  |  Operations Assistant |

**Company Brief:** The Company’s nature of business includes Manufacture, Trading, Rental, and Repairs & Inspection of Oil field equipments that caters to the Oil & Gas Industry with rentals being its core business.

 **Key Deliverables**

* Handling Account of customers assigned with regards to Delivery documentation, Inward documentation, and correspondence related to the business
* Update Operations software with delivery details of the tools and start of rent, receiving back the tools and stopping the rent of the tools returned
* Maintaining the Job file to make sure that the Purchase orders, Delivery note signed by the customer or authorized agent, Goods received note (Inward docket) and all related correspondences with the customer.
* Follow up with customers for purchase orders on subsequent month Rental charges and post rental charges
* Tool Trackers to be generated for all customers at the close of the month and sent to the customers for confirmation by the 5th working day of the following month.
* Maintain Petty cash which includes verification of bills before disbursement of cash and filing the expense bills along with the petty cash voucher in order

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| Feb 2013 to Mar 2015 | Jenny Flowers International LLC | Dubai, UAE  |
|  | Accountant |
|  | **Company Brief:** The company is engaged in the interior market of plants and flower decoration and landscape gardening in UAE with head office located in Dubai. The company has been in existence for over 20 years and provides delivery of flowers for all occasions across the world.**Key Deliverables*** Data entry of Sales Invoices and maintenance of Receivables Ledger
* Data entry of Purchase Invoices and maintenance of Payables Ledger
* Data entry of Bank book and Cash book and preparation of Bank Reconciliation statements
* Banking operations like preparing remittances, payments by cheque on a timely and accurate manner, and preparation of Bank Reconciliation statements
* Maintain Petty cash which includes verification of bills before disbursement of cash and filing the expense bills along with the petty cash voucher in order
* Preparation of weekly outstanding receivables reports
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* To perform other duties outside the normal routine, if so required, within the scope of the department
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| Apr 2012 to Jan 2013 | SEDC Group of Companies | Kanhangad, India |
|  | Accountant  |
|  | Company Brief: This Company is construction based in Kanhangad, Kasaragod, India**Key Deliverables*** Data entry of Sales Invoices
* Data entry of Purchase Invoices and maintenance of Payables Ledger
* Data entry of Bank book and Cash book and preparation of Bank Reconciliation statements
* Banking operations like preparing remittances, payments by cheque on a timely and accurate manner, and preparation of Bank Reconciliation statements
* Maintain Petty cash which includes verification of bills before disbursement of cash and filing the expense bills along with the petty cash voucher in order
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| Aug 2010 to Mar 2012 | Jacob & George, Chartered Accountants | Kannur, India |
|  | Audit Assistant |
|  | Company Brief: A leading professional firm in the field of Auditing, Taxation in Kannur, India**Key Deliverables*** Training in the field of Auditing,
* Data entry of purchase invoices, Sales Invoices, Bank Book for clients who require preparation of accounts.
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**Academic Credentials**

* Course completed for Bachelor of Commerce from Mangalore, India

Rajiv Gandhi University, Mangalore, India May, 2012

* Higher Secondary Certificate from Sree Koodaly HSS, Kannur,India

Kannur, Kerala, India April, 2007

**Computer Proficiency**

* Over seven years of working knowledge in MS Office - Word, Excel.
* Over five years working knowledge in Tally Accounting package
* Confident to adapt to an ERP working environment

**Note: Reference can be provided on request.**