**Curriculum Vitae**

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Anthony

CAREER OBJECTIVE

To seek placement within a growing and reputed organization with an opportunity to utilize my knowledge, techniques, strategies and experience and to play a key role in coordinating the management to achieve its organizational objectives by fully exploring and utilizing the skills I possess.

PROFESSIONAL QUALIFICATION

* **Bachelor of Commerce,** from Maharaja Sayajirao University of Baroda, Gujarat India.
* **Intermediate of Commerce,** from Gujarat State Education Board, Vadodara, Gujarat, India.

AWARENESS OF COMPUTER APPLICATION & SOFTWARE

* **MS Office Package**
* **Graphic Designing**
* **Tally 9.0 (Accounting Software)**
* **Winsoft plus (Accounting Software)**

PROFESSIONAL EXPERIENCE:

1. **ACCOUNT ASSISTANT (Nov 2014 to Till Date)**

* **Company** **BERACAH GENERAL TRADING LLC ( Al Ras, Deira, Dubai )**
* **Period** Nov 2014 to Till Date
* **Position** **Account Assistant**
* **Company Profile: Beracah General Trading LLC** are engaged in wholesaling, importing, exporting, distributing, and marketing of high quality products including but not limited to "food-stuffs, confectionaries, sundry items and sanitary products".
* **Job Profile: As An Account Assistant**
* Preparing Daily Cash Book.
* Daily Bank Deposits.
* Sales and purchase records & registers.
* Accurate Filing of Sales & Purchase invoices after entered in the accounting system.
* Entry of Day to Day Transactions in the accounting system.
* Follow up for Payments with Customers by cold calls or by mails & Co-ordination with Sales team.
* Maintaining Bank Reconciliation Statement & Ledger.
* Debtor and Creditor reconciliations.
* Preparing payment vouchers and cheques.
* Preparing Receipt vouchers.
* Verifying the daily cash/cheques deposits of different companies.
* Reporting bank balances on daily basis
* Preparing Daily sales & Expenses & bank deposits Report and sent to the management.
* Transferring funds by Telegraphic Transfer to import suppliers.
* Preparing Documents for import container release.
* Preparing Monthly Income & Expense Report.
* Preparing Monthly Profit & Loss Report.
* Updating petty cash expenses and control accounts.
* Keeping bank books updated and reconciled with bank.
* Preparing Monthly staff Wps and sent to the exchange.
* Preparing Monthly Accounts Receivables & Payables Report and follow-up according to outstanding.

1. **ACCOUNT ASSISTANT (Sep 2013 to Jul 2014)**

* **Company** **REYNOLD AUTOMATION ( Vadodara, Gujarat, India. )**
* **Period** Sep 2013 to Jul 2014
* **Position** **Account Assistant**
* **Company Profile: Reynold Automation** is the engineering company and its main business is to sale electronics instruments such as Honeywell limit switch, Turck switch and Maxon.
* **Job Profile: As An Account Assistant**
* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Sales and purchase records & registers.
* Entry of Day to Day Transactions in Tally ERP 9.0
* Follow up for Payments with Customers & Co-ordination with Suppliers.
* Maintaining Bank Reconciliation Statement & Ledger
* Debtor and Creditor reconciliations.
* Preparing payment vouchers and cheques.
* Preparing Receipt vouchers.
* Verifying the daily cash/cheques deposits of different companies.
* Reporting bank balances on daily basis
* Updating petty cash expenses and control accounts.
* Keeping bank books updated and reconciled with bank.
* Handling Petty Cash Transactions

**Languages Known:** English, Hindi and Gujarati

**Personal Detail:**

Date of Birth: 14 December 1987

Nationality: Indian

Marital Status: Married

**VISA STATUS: Employee Visa. (Contract till Dec 29, 2016)**

**In addition:** Reliable, dynamic and result oriented individual with a clear vision proactive with outstanding communication, presentation, negotiation, Ability to learn quickly and adapt to changing environment.