ANEES, MBA

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OBJECTIVE: To pursue excellence in the dynamic business world by obtaining a placement

allowing me to perform in an environment where honesty, sincerity & a positive

attitude would be valued. I would like to take up a challenging job to nourish my

qualification , expertise & experience within a reputed organization & further

enhance my performance.

PROFESSIONAL EXPERIENCE:

Oct' 15 - Till Now Markaz Malak Star Solutions Co., Kuwait

**Sr. Accountant:**

- Review of taxation documents and applications for clients, Preparing for cost analysis and variance reports, and supporting management in cost modeling and overhead cost allocation, Processing for final payment for

suppliers and staff.

- Assisting management in Budget preparation, Checking of proper documentation before payment disbursement.

- Reconciliation of Bank Statements, staff account and supplier accounts,

Financial ratios and analysis report of the same, Making MIS report for CFO and senior Management, Coordinating with other departments for financial management.

Oct' 11 - Till Sep' 15 Mohammed Hamoud Alshaya Co. Kuwait

**Accountant:**

**-** Responsible to ensure that receivables are timely collected, Participate in preparation of Monthly Management reports, Stock taking, monthly, quarterly and yearly and running reports for inventory control and analysis, Inspection and follow up of warehouse for stock movement.

**-** Review of taxation documents and applications for clients, Preparing for cost analysis and variance reports, and supporting management in cost modeling and overhead cost allocation, Processing for final payment for suppliers and staff.

**-** Assisting management in Budget preparation, Checking of proper documentation before payment disbursement.

**-** Reconciliation of Bank Statements, staff account and supplier accounts, Financial ratios and analysis report of the same, Making MIS report for CFO and senior Management, Coordinating with other departments for financial management.

Jan'09 - Sept'11 Hadi Hospital (Al Mailem Group Co.), Kuwait

**Accountant:**

**-** Responsible to ensure that receivables are timely collected, Participate in preparation of Monthly Management reports, Stock taking, monthly, quarterly and yearly and running reports for inventory control and analysis, Inspection and follow up of warehouse for stock movement.

**-** Preparing for cost analysis and variance reports, and supporting management in cost modeling and overhead cost allocation, Maintaining staff accounts and processing staff salary, leave, and final settlement in timely manner after checking of documents and auditing of the same.

**-** Processing for final payment for suppliers and staff, Processing and review of tax documents, Assisting management in Budget preparation, Checking of proper documentation before payment disbursement, Liaising with HR and suppliers for payroll and other disbursement.

**-** Reconciliation of Bank Statements, staff account and supplier accounts, Financial ratios and analysis report of the same, Giving guidance and support for general staff for payroll and finance, Making MIS report for CFO and senior Management, Coordinating with other departments for financial management.

Aug'07- Dec'08 **Auto1** (Al-Ghannam Auto World Co. WLL), Kuwait

**Accountant:**

**-** Responsible to ensure that liabilities are paid on time and receivables are timely collected, Participate in preparation of Monthly Management reports, Maintaining accounts on daily basis, Stock taking and inventory

report as well as warehouse inspection, Preparing and disbursing salary

and leave to staff after checking of proper documentation, Reconciliation of Bank Statements, MIS report for senior management.

Apr'06- May'07 R.Surana & Co. Udaipur(Raj.) ,India

**Accountant:**

**-** Responsible for payable are paid on time and receivables are timely

collected, Ensures Co. policies related to payments, and contracts are

completely followed. Preparing payroll for staff, Preparation of

Financial Statements.

Oct'01- Mar'06 Rajasthan Art & Crafts (Exporter) Udaipur (Raj.) India.

**Accountant:**

**-** Maintaining Accounts on daily basis up to finalization, Follow up

Accounts receivables and daily reporting to the Management,

Preparation of Inventory Reports, Sales Invoices , Purchase Invoices

and all accounting Vouchers of debit & credit.

Sep' 2K- Sep'01 Digital Vish Computers, Udaipur (Raj.) India.

**Account Assistant:**

**-** Maintaining Cash books and Journal book and reconciliation of bank

accounts, Preparation of Cash Vouchers & handle petty cash, Daily

routine banking works etc.

EDUCATION: **-** MBA Finance 2006 Vidyasagar University, India.

B.Com 2000 Mohan Lal Sukhadia University ,India.

COMPUTER SKILLS: **-** Dos , Windows 9.x , XP, MS Office, Oracle, Tally, Adobe Photoshop , Adobe Illustrator, Pagemaker, 3d Inifnative, Audio Editing, Video

Editing , Macro Media Director, Oracle 8I, Developer 2000.