**ANEES**

Email : anees.341921@2freemail.com

C/o-Contact : +971 504973598

Burdubai, Dubai - UAE

**SUMMARY** An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. Anees is competent in the use of Microsoft Excel, willing to undertake further training and development and possess a real desire to launch his accounting career. He is capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employer's business performance. He is currently looking to work for an employer who offers a modern and friendly working environment.

**ACADEMIC MBA** (Financial Management) 2014 - 2016

 **BBA** (Business Management) 2009 - 2012

 **HIGHER SECONDARY** 2007- 2009

 **S.S.L.C** 2006

**KNOLEDGE OF Accounting Professional Personal**

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| Team player Listening skills  |
| Self motivated |
| Multi-tasking  |
| Setting priorities  |
| Number Crunching  |
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| Data entry  |
| MS Office & Excel  |
| Analyzing financial data  |
| Numeracy skills  |
| Credit control  |
| Updating Spreadsheets  |
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| Accounts reconciliations  |
| Payroll  |
| Bookkeeping  |
| VAT Calculation  |
| Purchase orders  |
| Budgeting processes  |
| Accrual accounting  |

**PROFESSIONAL WORK EXPERIENCE**

**As an ACCOUNT ASSISTANT with SAZ Associates (Distributer of V-GUARD Wires) From 2013**

**DUTIES**

* + - * + Processes payments and documents such as invoices, journal vouchers and statements.
				+ Calculates rates paid for purchases and all price extensions.
				+ Verifies items billed against items ordered and received and reconciles differences through follow-up with the dealers.
				+ Enters, updates, and/or retrieves accounting data from Manual systems.
				+ Posts financial data to appropriate accounts in an automated accounting system, according to instructions.

**SKILLS ACQUIRED BY EXPERIENCE**

* + - * + Organized and able to deal with multiple workloads at the same time
				+ Ability to deal with large quantities of financial data
				+ Debtor and purchase ledger preparation.
				+ Raising accounts receivable & Preparing invoices for payment
				+ Accurately and promptly processing documentation
				+ Recording all cash activity on daily basis
				+ Good theoretical knowledge of accounting
				+ Knowledge of manual accounting
				+ Preparing cash journals so that all items are recorded in the correct accounting periods
				+ Doing accounting works calmly

**PERSONAL PROFFILE**

 Date of Birth : 22 MAY 1990

 Nationality : INDIA

 Gender : MALE

 Marital Status : Single

 Languages : English, Hindi, Kannada & Malayalam

**PASSPORT DETAILS**

Date of issue : 10/09/2014

 Date of Expiry : 09/09/2024

 Visa Status : Visiting Visa

 Visa Expiry : 20/3/2017

**HOBBIES** Playing Cricket & Football

**REFERANCE** Available on request