**ANEES**

Email : [anees.341921@2freemail.com](mailto: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