

***CURRICULAM VITAE***

**ANOOP**

**Dubai Mob No: C/o 971504973598**

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**CAREER PROFILE:**

**A capable Merchandiser with extensive experience in POG and purchasing. Well versed in forecasting process and determining accurate inventory needs to optimize sales. Enthusiastic to get a similar position in order to put the best efforts to achieve the desired Results.**

**Work Experience:**

* **2012(Jan) to till date working in financial dept., Intercat hospitality LLC**

 **Dubai.**

**EDUCATIONAL QUALIFIACATION:**

* **Passed SSLC from V.M high school, Palakkad, Kerala, India.**
* **Passed higher secondary (Commerce) from GHSS Palakkad, Kerala, India.**
* **Passed one year technical Diploma from NILT Palakkad, Kerala, India.**
* **Completed Graduation in B.Com from Bharathiar University, Coimbatore Tamil Nadu, India.**

**ADDITIONAL SKILLS:**

* **Valid UAE Driving license.**

**ADDITIOANAL QUALIFICATIONS:**

* **Peach tree (Foreign account)**
* **Microsoft office, excel and word.**
* **D.T.P**

**JOB RESPONSIBILITY OF FINANCIAL:**

* **Processing of Account payable,**
* **Processing of account receivable,**
* **Monthly checking of Inventory physical stock position,**
* **J.V – System updating of journal enters,**
* **Cash dealing and system entry.**

**PERSONAL SKILLS:**

**Data entry:**

* **Filing, archiving & photocopying of invoices, statement and correspondence.**

**Numerical skills:**

* **Logging, investigative and resolving supplier invoice under query.**

**KEY SKILLS:**

* **Experience of working to tight deadlines with limited resources.**
* **Highly organized, proactive, hardworking, focused & having attention to detail.**
* **Knowledge of first aid**
* **Knowledge of initial fire response**
* **Thorough Understanding of safety at workplace.**

**PERSONAL DETAILS:**

* **Date of birth : 23 Rd April 1989**
* **Nationality : Indian.**
* **Languages known: English, Hindi, Malayalam, Tamil.**
* **Hobbies : Reading books & Listening to music.**

**PASSPORT DETAIL**

* **Issue date : 03-09-2008**
* **Expiry date : 02-09-2018**
* **Place of issue : Malappuram, Kerala, India**