

**RESUME**

**ANOOP**

*Dubai, UAE*

**Mob: C/o 971504973598**

***Anoop.378290@2freemail.com***

**CAREER OBJECTIVE**

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To grow up with an organization where I can utilize sophisticated technologies and ideas that are mostly utilized for the well being and prosperous of a firm, and can be implanted and obtain maximum knowledge and skills that endeavors excellence in the domain of studies and widen the horizon of knowledge based on professional ethics and moral values.



**ACADEMIC GLOSSARY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Course** |  | **Institution** |  | **University/** |  | **Year of** |  | **% of** |  |  |
|  |  |  |  | **Board** |  | **Passing** |  | **marks** |  |  |
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|  |  | ***Degree in*** |  | ***St.Ann’s College*** |  |  |  |  |  |  |  |  |  |  |
|  |  | ***B.Com*** |  | ***Angamaly*** |  | ***M.G.University*** |  | ***2011*** |  | ***50.00*** |  |  |  |  |
|  |  |  |  | ***GOVT. Higher*** |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Plus Two*** |  | ***Secondary*** |  | ***Board of Higher*** |  | ***2008*** |  | ***67.00*** |  |  |  |  |
|  |  |  | ***School,*** |  | ***Secondary Education*** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | ***Mookkannur*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | ***S.H.O.H.S.*** |  | ***Board of Public*** |  |  |  |  |  |  |  |  |
|  |  | ***10th SSLC*** |  |  | ***Examination,*** |  | ***2006*** |  | ***67.00*** |  |  |  |  |
|  |  |  | ***Mookkannoor*** |  |  |  |  |  |  |  |
|  |  |  |  |  | ***Kerala*** |  |  |  |  |  |  |  |  |
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|  |  | **TECHNICAL EXPERTISE** |  |  |  |  |  |  |  |  |  |  |
|  |  | Efficient in recent Windows Platforms |  |  |  |  |  |  |  |  |



Good typing skill in computer, and MS office, Internet skills.



ERP – Tally 9



Internet Banking and Money Transferring

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**PERSONAL STRENGTHS**

Workaholic



Committed



Good Typing Speed



Good Interpersonal and Communicative Skills A ‘Can do’ attitude



Punctual, Honest and Sincere Diligent, Intelligent and hard working

**EXTRACURRICULAR ACTIVITIES**

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Art’s Club member, Cricket and Badminton Player

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| --- | --- | --- | --- |
|  | **PERSONAL DETAILS** |  |  |
|  |  |  |
|  |  |  |
|  | Date of Birth | : | *28.07.1990* |
|  |  |
|  | Gender | : | *Male* |
|  |  |
|  | Marital Status | : | *Single* |
|  |  |
|  | Religion | : | *Christian R.C.S.* |
|  |  |
|  | Nationality | : | *Indian* |
|  |  |
|  | Languages known | : | *English, Hindi, Tamil & Malayalam* |
|  |  |
|  | Hobbies | : | *Driving* |
|  |  |  |  |
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**WORK EXPERIENCE**

 ***Has worked with as a Site Accountant at TP CONSTRUCTIONS Chirangara, Koratty for the period from 1st November 2011 to 31st December 2012.***

***Has worked as Billing cum Cashier at Reliance Fresh, Punnalur, Idukki, Kerala, for the period from 3th of January 2013 to 28th December 2016.***

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***Has been working as CCTV Technician at Oxygen Network Solutions, Dubai , UAE from 14th of May, 2017 until date.***

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**MAJOR DUTIES AND RESPONSIBILITIES**

* Handling of accounts & Office administration
* Handling Cash management System (Collection, Banking and Reconciliation)
* Reconciliation of Cash & stock
* Preparing cash books and Daily Banking
* Daily DD/Cheque Deposits
* Inventory Management
* Ensuring suppliers credit facilities and payment scheduling
* Preparation of Purchase orders as per negotiated rates Maintain various statutory registers.
* Preparation of wages of employees on weekly basis
* Verification of all invoices relating statute
* Managing Fixed assets
* Purchase of fixed assets as per requirement
* Business performance analysis and review
* Reporting to the M D



**Declaration**

**PASSPORT DETAILS**

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| --- | --- | --- |
| Date of issue | : | 08-05-2013 |
| Date of Expiry | : | 07-05-2023 |
| Place of issue | : | Cochin |



**DECLARATION**

1. hereby declare that the facts given in resume are correct to best of my knowledge and belief

**Place : Dubai**  **ANOOP**