

**ANUROOP**

MBA- Finance & Marketing

**Accountant with 4+ years of UAE Experience**

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**Objective**

To pursue a challenging career in **Finance & Accounts**, this helps me in utilizing my experience in accounts and will enable me to make a positive contribution to my organization.



**Capabilities**

Analytical and detail-oriented, able to identify and implement process. Demonstrated skills in performing under work pressure and meeting tight deadlines. Possess excellent communication, planning, coordination, organizational, problem solving and time management skills. Planning long and short term strategies adhering to policies and procedures while striving to minimize the operational losses.



**Professional Experience Overview**

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| • | Accounts Payable | • Managing Petty cash |
| • | Accounts Receivables | • Payroll Processing with WPS |
| • | AR Calls | • Transportation Management |
| • | Client Relationship | • Invoice Preparation |
| • | Procurement | • Confidential Record Management |
| • | Management Accounting | • Credit note processing |
| • | Down payment reconciliation | • Direct Debit reconciliation |
| • Managing bank transfer records | • Credit card account management |



**Work Experience**



**Sep 2013 – Present: JBC Express Freight LLC, Dubai, UAE**

**Accountant General**

**Sep 2012 to Aug 2013: Venad Food Processing & Exports Pvt. Ltd., Kerala, India**

**Accounts Assistant**



**Chief Accountabilities**

* Invoice processing
* Preparation of statement of accounts for each and every clients
* Down payment reconciliation
* Direct debit reconciliation
* Petty cash management
* Making payment for various freight invoices.
* Analysis of Potential and possible duplicates and reporting on duplicate invoices to clients on a regular basis
* Raising invoices against clients after each job
* Critical Vendor Analysis: Analysis of vendor based on payment term, delays in payment and associated reason for the same. Taking necessary action like mailing or calling to Client to ensure payment or re-invoicing is done on time
* Training the teammates for any process update and trainer for the new joiners in the team
* Maintaining AR calls
* Monitoring of Urgent invoice processing for critical vendors
* Consistently monitoring the ageing and reduced the overdue accounts payables
* Preparation of aged pending invoices on daily basis
* Preparation of month end report covering Supplier reconciliation and Payment & Received data
* Sending error correction report to processors on daily basis and ensuring that all the errors are rectified on time



**Technical Skills**

* Oracle E-Biz ERP, Tally, Peachtree, Adobe Page maker and MS Office.



**Academics**

* MBA- Finance & Marketing , Anna University of Technology, Chennai
* B.Com- Calicut University, Kerala

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|  |  | **Personnel Dossier** |
| • | Date of Birth | : 01st July 1989 |
| • | Nationality | : India |
| • | Marital Status | : Single |
| • | Languages Known | : English, Hindi, Malayalam and Tamil |
| • | **Driving License** | **: Valid UAE Driving License** |
| • | Visa Status | : Employment Visa |