

**ANOOP**

**Email Id :** [**anoop-395623@gulfjobseeker.com**](mailto:anoop-395623@gulfjobseeker.com)

**Current location : Dubai, UAE**



**Career Objective**

To seek a challenging position in a Banking/Financial Sector, where I can utilize my knowledge and experience. Maintain high level of accuracy and efficiency as well as achieving business and productivity goals. Detail oriented proactive and well organized team player who excels in any environment.

**Key Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Financial Planning |  | Payroll Management |  | Management Reporting |
|  | Balance Sheet Management |  | Accounts Payable |  | Taxation |
|  | P&L Management |  | Accounts Receivable |  | Audit Assisting |
|  | Stock Management |  | Bank Reconciliation |  | Petty Cash Management |

**Work Experience**

**Chennai**

**Analyst - March 28, 2016 to Sep 30, 2017**

* Handling Refer Centre Loan Automation Process (Agile Automation), where customers are sent invite to sign the loan agreement along with required documents.
* Processing of personal loan applications for customers.
* Noted incomplete applications and followed up to request documents.
* Maintained open communications with management regarding pending actions.
* Tracked all applications through closure to ensure accuracy and ensuring effective performance of SLAs.
* Received and initiated repossessions and other final actions.
* Preparing and submitting and Managerial records on daily and monthly basis.

**Chennai**

**Accountant / Senior Analyst – Oct 01, 2017 to July 27, 2019**

* Accounting, monitoring and controlling the accounts payable and receivable as per the procedures of the company.
* Accounting of customer invoices based on the delivery status (delivery note) of goods/services.
* Chases for due payments from customer based on ageing report and accounts receipt of funds.
* Reconciles vendor statement and processes payment on due date.
* Processing of cheques and bank transfers for settling various payments.
* Preparing receipt voucher when cheques are cleared from bank.
* Bank reconciliation and handling daily bank related transactions.
* Assist Finance Manager in monthly preparation of Profit and Loss A/C & Balance Sheet or any other reports.
* Correction entries are passed as required by Finance Manager.
* Reporting as per the internal audit department requisition and coordinating with auditors for interim / annual audit.
* Payroll processing, monthly salary processing of the employees and calculation of settlements as per the requirement.
* Preparing commission reports for all the staff.
* Handling petty cash.
* Analyze business operations and handle sensitive information in a confidential manner.
* Facilitating financial database management, portfolio accounting, performance reporting and billing.
* Quarterly performance evaluation process.
* Custodial data file downloading, posting and reconciliation and error fixing.
* Cost basis processing and reconcile within databases to maintain accurate gain/loss.
* Corporate actions, Trade settlement, Investment banking operations.

**Chartered Accountants Firm**

**Audit Assistant - Aug 01, 2019 to Oct 31, 2019**

**Job Profile**

* Preparing books of accounts manually and computer environment with basic Accounting Principles.
* Preparation of Financial Statements.
* Preparation of Bank Reconciliation Statements.
* Analyze financial data, records, reports and statement.
* Preparation of Income Tax returns.
* Preparation of Goods Service Tax returns.

**Academics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **University and Year** | **Percentage** |
|  |  | **of Passing** |  |
|  |  |  |  |
| MBA | University Institute of | Kerala University, | 66% |
|  | Management, Adoor | 2015 |  |
|  |  |  |  |
| B.COM | Catholicate College, | Mahatma Gandhi | 71.25% |
|  | Pathanamthitta | University, 2013 |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| HSE | Marthoma Higher Secondary | Kerala State, 2010 | 85.91 |
|  | School |  |  |
|  |  |  |  |
| SSLC | Marthoma Higher Secondary | Kerala State, 2008 | 80% |
|  | School |  |  |
|  |  |  |  |

**Professional Experiences and Achievements**

* Rated five for the year end performance review in financial year 2018-2019.
* Completed Quality Skill Assessment test (QSA Level 1) and attended various training programs.
* Achieved Spot Ovation for handling multiple tasks.
* Got recognition for being a consistent performer throughout the year.
* Received appreciation from Management for handling Complaints.
* Recognized from Management and On-shore for finding a suspicious activity and prevent bank from the loss.

**Technical Skills/Certification**

* PDCFA, Professional Diploma in Computerised Financial Accounting, Rutronix (Tally/MS Office/Peachtree)
* Tally ERP 9
* Banking software and different applications.

**Personal Details**

Date of Birth : Feb 18, 1992

Nationality : Indian

Languages Known : English, Hindi, Malayalam, Tamil and Marathi

**References**

References can be provided on request.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : UAE **Anoop**

Date :