

**Anand**



**ADMINISTRATION CUM ACCOUNTANT**



Skilled accounting person with 13 plus years of experience. Strong understanding of all aspects of administration and accounting management. Proven ability to manage multiple assignments while meeting tight deadline schedules. Proven track record of performing work in ethical manner while consistently maintaining the integrity of all financial data. Strong relationship building skills and effective collaboration with management, co-workers, and vendors.



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| **AREAS OF EXPERTISE** | | |  |
|  Liaison with corporate vendors | | |  |
|  | Strong communication skill | |  |
|  Scheduling appointments and organizing meetings | | |  |
|  Monitoring payroll and managed employees personal records | | |  |
|  | Generating weekly reports | |  |
|  Expense reporting and reconciliation | | |  |
|  | General ledger entries | |  |
|  | Bank reconciliations | |  |
|  Data entry receipts & Invoices | | |  |
|  | Reporting and documenting | |  |
|  | Generating sales invoices | |  |
| **COMPUTER KNOWLEDGE** | | |  |
|  |  | Microsoft Office Proficient |  |
|  |  | Tally Erp 9 |  |
| **EXPERIENCE** | | |  |
| Dubai based company | | | April 2010 to March 2019 |
| Accounts Manager | | | April 2015 to March 2019 |
| Assistant Accounts Manager | | | April 2010 to March 2015 |



Performed a full spectrum of administration and accounting functions for the chain jewellery showrooms of the firm. The firm was a major player in Gold jewellery across India, which caters to the needs of the corporate and national banks for gold coins/ bars and ornaments in precious jewellery.

* Managing correspondence and developing and maintaining filing systems
* Organizing meetings, scheduling appointments and making travel arrangements
* Enter general ledger data, ensuring correct coding for payments are accurate in the system
* Preparing of journal entries and other daily book entries for quarterly and year end Audits
* Participate in accurate and timely monthly closing of bank statements and balances, reconciliation of general ledger and accounts.
* Evaluate accounting process for effectiveness and efficiency and provide recommendation for improvement.
  + Purchasing of metals
  + Enter financial data into Customized software, Tally.
  + Checking vendor accounts and preparing marketing teams evaluation.



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| **PREVIOUS EXPERIENCE** |  |
| BEL CANTO(P)LTD | Accounts Officer Cum Admin April 2007 to March 2010 |
| BALAKRISHNA INDUSTRIALS | Account Executive August 2004 to March 2007 |
| **EDUCATION** |  |



MCA

(Course Completed) in 2004

B.com 2001



**PERSONAL DETAILS**



Nationality

Marital Status

Age & DOB

Languages Known

Visa Status

Indian

Married

40 years, 26/05/1980

Fluent in English, Hindi, Malayalam

Visit Visa

All details furnished above are true to the best of my knowledge and belief

Contact Details:

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Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

YouTube Video CV

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

View My CV on Gulfjobseeker.com CV Database

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

Chat with me Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>