

Anees

Anees.247882@2freemail.com

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| OBJECTIVE | An experienced Accountant with communication and interpersonal skills, in search of |
|  | a challenging position with a dynamic organization where I can utilize my best efforts, |
|  | skills, and experience to achieve the goals of the organization and there by enhance |
|  | my career objective. |
| SKILLS & ABILITIES | **Accounting Professional** |

**B.com With 2+years of extensive service(UAE) experience in managing Finance.**

 Experience working within an industrial environment.

 Gained excellent understanding of accounting and administrative functions in a commercial business.

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|  | In accounting environment; Tally and Excel proficiency. |
|  | Advanced user of Excel, Word, PowerPoint in office environment. |
|  | Experienced in keeping records of daily financial transactions. |
|  | Report writing and analytical skill |
|  | Excellent written and verbal communication skills. |
|  | Highly trustworthy, discreet and ethical. |
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| EXPERIENCE | **ACCOUNTANT GENARAL – AL SALAM DOORS ALUMINIUM & GLASS CONT.** |
|  | **06-Mar-2013 to 21-Apr-2015** |
|  | Experienced in preparing all the transactions such as Accounts Payable, |
|  | Accounts Receivable, Cash management, General Ledger and Inventory |
|  | Management. |
|  | Payroll processing experience. |
|  | Proficient in MS Excel to preparing and Financial reports. |
|  | Preparing weekly confidential sales reports for presentation to management. |
|  | Report monthly closing and cost accounting reports. |
|  | Review G/L on monthly basis and analyze expenses and major variations |
|  | from budget |
|  | Performed in audit contracts, Orders and Vouchers and prepare reports to |
|  | management. |
|  | Bank reconciliation and Petty cash handling. |
|  | Interacting with suppliers and customers. |
|  | Dealing with suppliers and handling their payments as per their contract price |
|  | and terms. |
|  | Responsible to managing the day to day activities in the factory. |
|  | Performing the general office duties administrative tasks. |
|  | Experienced in handle company’s legal and ministry affairs. |
|  | **ASSISTANT ACCOUNTANTMUKUNDAN&ASSOCIATES (Auditors Tax** |
|  | **Practitioners)** |
|  | **June 2010 To November 2012** |
|  | Expertise in vouching cash and bank books and ledger authenticate the |
|  | figures. |
|  | Verification of bank reconciliation statements, fixed assets and stocks. |
|  | Assisting in audit of trading transactions. |
|  | Computation of tax liability of the firms. |
| EDUCATION | **CALICUT UNIVERSITY – INDIA – BACHELOR OF COMMERCE WITH** |
|  | **COMPUTER APPLICATION** |

**Diploma in Computerized Financial Accounting**

Operating System Windows7, XP, Vista

Microsoft Office Word, Excel, PowerPoint, Access, Internet Email

Financial Package Tally ERP, Peachtree, EX Next generation, DAC Easy Work Experience Excel Spread Sheets, Tally, Taxsoft

**Course completed in Certified Management Accountant.**

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| COMMUNICATIO | Language Known : English, Arabic, Hindi, Malayalam |
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| LEADERSHIP | I was the secretary on my collage arts club committee and I organized |
|  | many campaigns with my colleagues. |
| INTERESTS | Reading Books |
|  | Travelling |  |
|  | Cricket |  |
| PERSONAL INFO | Date Of Birth ; 03-Feb-1990 |
|  | Nationality | ; Indian |
|  | Religion | ; Muslim |
|  | Marital Status; Single |
|  | Driving License; Indian |
| VISA STATUS | Visiting visa  |
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| REFERENCES | Available On Request |



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