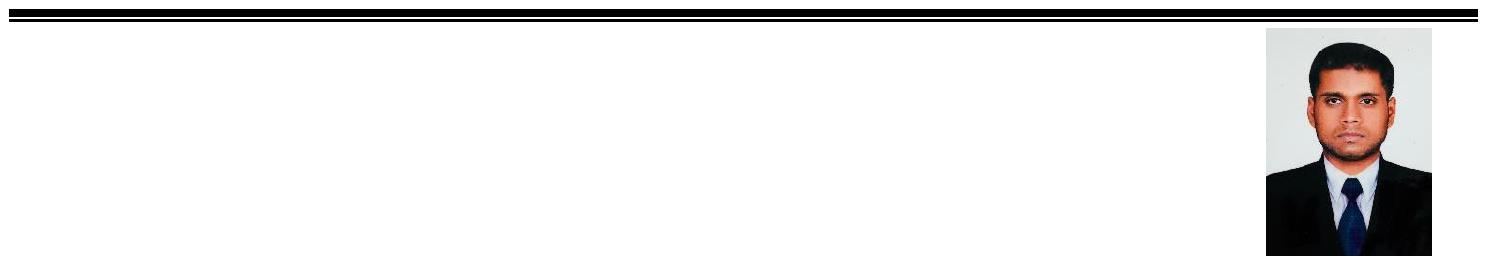
**ANZIL**

* [**Anzil.385979@2freemail.com**](mailto:Anzil.385979@2freemail.com)

**VISA Status: VISIT VISA**

**OBJECTIVE**

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

**EMPLOYMENT HISTORY**

**AL YAM TOURISM, SHARJAH, UAE**

**Accountant (May 2015 to March 2017)**

* Preparation of Journals, Ledgers, Trial balance, Profit and Loss account up to Finalization.
* Day-to-day follow-up on collections from debtors to maintain cash flow and maintaining the credit terms with the creditors.
* Preparation of Daily Accounting & Daily Financial Reports.
* Preparing & Maintaining Various Reports as Per Seniors Instruction.
* Monitoring and controlling the cost according to budgets.
* Handling the petty cash of the daily accounting
* Preparation of Financial statements.
* Follow up of Receivables & Payables and prepare cheques for creditors.
* Monitoring Legal Documents and its renewal / payments Deadlines.
* Co-coordinating with Auditors for Finalization of Accounts.
* Carry out Back up and System Security Management.
* Monitoring debt collection process.
* Studying the reports given by auditors and CA and submitting them to the management.
* Assisting in carrying out company’s internal audit.
* Ensuring timely and professional responses to all complaints via phones or mails or directly.

**KENSOL INFO SOLUTIONS PRIVATE LTD., KERALA, INDIA**

**Accountant & Document Controller (May 2017 to September 2018)**

* Ensures that all documents have no errors in filenames, submissions, etc. before submitting it to the next department to avoid confusion
* Register & input contents into the system of all incoming and outgoing documents
* Submitting corporate documents punctually and with quality
* Preparing forms and manuals for accounting and book keeping personnel.
* To perform regular audit on corporate documents in order to ensure that all documents are-properly submitted to other departments.
* Filing confidential documents to respective folder
* Liaising with patients and takes down the complaints if any and forward to HR dept.
* Assisting in the preparation of the Final Accounts.

Page | 1

**GOLD PALACE, KADAKKAL KERALA, INDIA**

**Accountant (April 2014 to February 2015)**

* Preparing forms and manuals for accounting and book keeping personnel.
* To perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments.
* Register & input contents into the system of all incoming and outgoing documents.
* Submitting corporate documents punctually and with quality.
* Ensures that all documents have no errors in filenames, submissions, etc. before submitting it to the next department to avoid confusion.
* Undertakes auditing of private and government departments.
* Handling clients stocks. Giving day to day information about their stocks and keeping a track on the stocks of the clients on day to day basis.
* Handling LC documentation.
* Preparing stock ledger reports on monthly basis.
* Controlling and updating employee’s personal data’s.
* Filing confidential documents to respective folder.
* Preparation and submitting tax return on monthly basis.

|  |  |
| --- | --- |
| **ACADEMICS** |  |
| 2014 | **Bachelor of Commerce** |
|  | **University Of Kerala, India** |
| 2011 | **Board of Higher secondary Education, India** |
| 2009 | **Central Board of Secondary Education (CBSE), India** |

**TECHNICAL EXPERTISE**

* Operating Systems **:** Windows 7/8/8.1/10.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Typing | | | **:** English 30 WPM. |  |
|  Software’s | | | **: MS Office 2013 & 2016, SAP, outlook, Tally ERP 9 and Adobe Photoshop.** | |
| **PERSONAL DETAILS** | |  |  |  |
|  | Date Of Birth | | : | 31/08/1992 |
|  | Sex | | : | Male |
|  | Nationality | | : | Indian |
|  | Marital Status | | : | Single |
|  | Known Languages | | : | English, Hindi, Malayalam & Tamil |
|  |  | |  |  |

**REFERENCE**

References will be available upon request**.**

Page | 2