

Anoop Prabhakar

ANOOP PRABHAKAR MBA POSTGRADUATE

Dubai

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A management professional MBA (Finance&Marketing)from Calicut University. Backed by solid credentials (MBA in finance) and proficiencies in MS Office Suite, Tally ERP 9 and Peachtree.Proficient in grasping new trends and technological advancements.

Work Experience

ACCOUNTANT GENERAL

QMIX READYMIX JEBEL ALI - DUBAI

December 2016 to May 2019

- Handling of petty cash and checking of bills on daily basis.
- MRV(Material Receipt Voucher) monitoring and verifying on daily Basis and sending daily report to Head Office.
- Issuing Receipt Voucher (RV) to the valid Customers Related to Concrete Sales and scrap Sales and tracking Sales and sending report on daily Basis.
- Tracking Diesel consumption on daily basis and entering into proper formats.
- Monthly Payroll Making and salary distribution.
- Documents Filing.
- Making Monthly reports.

ACCOUNTANT

SHRAO BOAT MAINTAINCE AND TRADING CO - DOHA, QA

April 2014 to December 2015

Responsibilities:

- Maintaining Daily petty cash.
- Quotation and invoice making.
- Payroll management ,including tabulation of accrued employee benefits.
- Administrative work.
- Book keeping of Accounts.
- Daily report making related to expenses.
- Customer support.
- Oversee overall financial management ,planning ,systems and controls.
- Regular meeting with company Board member.
- Invoicing to funding sources ,including calculations of completed units of services.
- Purchasing materials on daily basis and making updating with the quotations.

ACCOUNT ASSISTANT

OLIVIA PROJECTS - Trichur, Kerala

August 2012 to April 2015

Roles and Responsibilities.

- Preparing Cash Vouchers, Cash Statements, Cash Flows and Cash Analysis.
- Material Analysis and keeping.
- Maintaining Petty cash book.
- Book keeping into TALLY ERP9 and filing of documents.
- Report to management regarding the finances of establishment.
- Muster roll preparation and weekly wages payment.

Education

Master Degree in FINANCE& Marketing

Calicut University

2008 to 2010

Bachelor's in Commerce

University Of Calicut - Kerala

June 2005 to March 2008

Skills

ERP, Tally, MICROSOFT OFFICE

Additional Information

- Well versed with MS- Office and Internet Applications.
- Proficient in TALLY ERP 9, PEECH TREE.