

# Anshad Latheef

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## Accountant cum Admin

### PROFESSIONAL SUMMARY

Accountant cum Administrator professional with over 6 years of experience, possesses multiple skills covering many financial and administrative areas such as laws, documentation, generating reports, ledger analysis, financial statements, Inventory Management, budgeting, auditing practices, taxation and economic regulations.

### PROFESSIONAL ACHIEVEMENTS

- Ensure available supply relative to demand.
- Reduced the time spent on month-end procedures by developing an Excel Model.
- Reduced paperwork by 50% by converting all accounting procedures to an electronic form.
- Cash flow management for efficient and reasonable vendor payment.

### KEY SKILLS

- Proficient written and verbal communication skills.
- Advanced knowledge of spreadsheet and accounting programs, such as Excel, Tally, QuickBooks
- Payroll and bookkeeping.
- High degree of professionalism and integrity.
- Problem Analysis and Problem-Solving Skills.

### PROFESSIONAL EXPERIENCE

#### Accountant cum Admin

*Feb 2019 to Feb 2020*

Visualize Events Management Co. in Dubai

#### **Responsibilities:**

- Review Material Request & Request Price Quote from Supplier.
- Create, maintain & process Purchase Orders in ERP system.
- Verify Invoice with the Quotations, Purchase Orders, Contracts and Delivery notes to avoid fraudulent activities.
- Coding and Booking the Supplier invoices for payment.
- Assemble Supplier invoices on a priority basis for payment and issue Cheques.
- Posting and processing all journal entries to ensure all the business transactions are recorded accurately.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Updates receivables by totaling unpaid invoices and Customer follow up.
- Preparing the balance sheet, profit and loss statement, and other reports.
- Assisting in Internal Audit.
- Handling office tasks, such as Petty Cash, Filing, generating Reports and Presentations, and setting up for meetings.

#### Assistant Accountant

*Mar 2013 to Sep 2017*

Scope Labs and Studios in Bahrain

#### **Responsibilities:**

- Preparing the ledgers for Finalizations of Accounts of the Companies

- Sorting bills and Invoices
- Pay rolling
- Collection and deposit of cash, cheques into the bank account.
- Enter receipts done by customers in ERP system.
- Handling petty cash account.
- Assist in personal related administration i.e., staff advances, overtime calculation, salary deductions and pay slip related clarifications etc.

#### **Accounts Trainee**

***Apr 2011 to Jan 2012***

**Santhosh and Associates, Kollam, Kerala**

#### **Sales Executive**

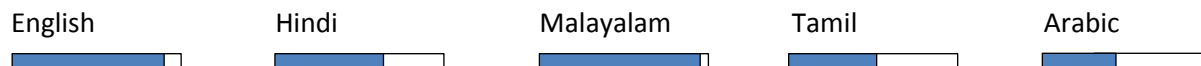
***July 2010 to Feb 2011***

Bajaj Insurance Company

#### **EDUCATION**

- **Bachelor of Commerce (B.Com)** ***2007 to 2010***  
University of Kerala, Kerala- India
- **Computerized Accounting Programs**  
IACT - Tally Academy
- **Intermediate (+2)** ***2005 to 2007***  
Board of Higher Secondary Examinations, Kerala, India
- **Matriculation (10th)** ***2004 to 2005***  
Board of Public Examinations, Kerala, India

#### **LANGUAGES**



#### **COMPUTER SKILLS**

MS Excel, MS Word, MS Power Point, Tally ERP 9, Quick Books, Peachtree

#### **PERSONAL DETAILS**

Date of Birth : 25<sup>th</sup> Mar 1990  
 Father's Name : Abdul Latheef  
 Nationality : Indian  
 Religion : Islam  
 Marital Status : Single

#### **PASSPORT DETAILS**

Passport Number : U9882448  
 Issue Date : 15-03-2021  
 Expiry Date : 14-03-2031  
 Place of Issue : Trivandrum

#### **LICENCE DETAILS**

##### **Bahrain Driving License**

License Number : 900327529