

# CURRICULAM VITAE

**ANAS THARAKKANDIYIL**

**Mobile: 0097155-4182882**

**Email: tharakkandi@gmail.com**



## PERSONAL SUMMARY

Experienced accountant with excellent knowledge of finance and accounting procedures and responsible for the timely, accurate and efficient preparation and management of documents and reports. Analytical and problem solving skills, able to provide financial information to all areas of the business ensuring all management information are accurate. Now looking forward for a challenging accountancy position, one which will make best use of my skills and experience.

## PROFESSIONAL EXPERIENCE

### **AL TAYER MOTORS – DUBAI, UAE**

#### **CASH ACCOUNTANT**

**July, 2014 – September, 2020.**

#### **❖ Duties and Responsibilities**

- Providing customers a personalized, friendly and efficient cashiering service.
- Taking payments from customers via cash, cheques and credit cards.
- Responsible for the accurate and timely allocation of cash.
- In charge of daily cashbook management and also bank reconciliations.
- Banking a large volume of cheques and cash daily.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Identifying potential sales leads and referring them to colleagues. .
- Recording of monies received and paid out.
- Undertaking till balancing & administration activities in an efficient manner.
- Helping to resolve customer complaints.
- Sorting, counting, and wrapping currency and coins.
- Compiling and maintaining monetary and also non-monetary reports and records.
- Balancing cash in the till with receipts.
- Disburse the joining advance, one time accommodation advance, temporary staff salaries, and miscellaneous payments to individual employees as per the company policy.
- Work with manager and credit collections department to address any issue with check or credit card applications
- Post company wise payment transaction details in JD Edwards
- Plan and submit reimbursement claims as per the agreed periodicity to the accountant for cross verification and approval.
- Maintain proper documentation for all reimbursements claims, advances, temporary salaries etc.
- To liaise with and distribute finance related information with all levels of the finance team.
- Maintain confidentiality around financial reports and documentation
- Be responsible for the safe custody of cash received and/ or other relevant documents and safe transfer to the bank or security collection service.
- Answer employee queries professionally, either in person or over the phone

**MAZMO ENVIRONMENTAL SERVICES – DUBAI, UAE**  
**ACCOUNTANT**

**December, 2008 – November, 2013.**

❖ **Duties and Responsibilities**

- Preparing sales invoices.
- Preparation and input of month end journal vouchers.
- Debtor and Creditor reconciliations.
- Reviews Accounts Receivables/Payables and weekly payment runs
- Reviews customer outstanding balances, maintain good working relationships with customers and to resolves collection disputes and resolve any errors.
- Make collection calls -follow up on past-due payments and skip invoices.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Reconciled vendor statements and handled payment complaint or discrepancies.
- Matching invoices to LPO, verifying items or work descriptions and pricing.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Supervising junior financial staff.
- Conducting regular business reviews of financial performance.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Preparation of monthly balance sheet account reconciliations.
- Assist the finance function with general accounting entries or other such activities as advised from time to time.

**KEY SKILLS AND COMPETENCIES**

- Good all round Financial Accounting Knowledge.
- Knowledge of Accounts Payable & Receivable processes.
- Experience in using Tally and other similar accounting systems.
- MS Office

**EDUCATIONAL QUALIFICATION**

- ❖ **Bachelor of Commerce – University of Calicut, Kerala, India**

**TECHNICAL QUALIFICATION**

- DIPLOMA IN COMPUTER APPLICATION
- TALLY-5.4, 7.2, ERP 9.
- Oracle ERP, Autoline

**PERSONAL PROFILE**

- **Date of Birth:** 1<sup>st</sup> April 1986
- **Languages Known:** English, Malayalam, and Hindi & Arabic
- **Nationality:** Indian
- **Marital Status:** Married
- **Visa Status:** Residence Visa
- **License:** UAE and Indian Driving
- **Passport No:** P0743318 Valid Till: 05/06/2026