



**MUHAMMED
ANAS.N.A**

Al Qusais, Dubai

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CONTACT NUMBER
+971-565655890

PERSONAL DATA

Date of Birth : 15-12-1998
Gender : Male
Religion : Islam
Nationality : Indian
Marital Status: Single
Passport No : U6905445

VISA STATUS
Visit Visa

Curriculum Vitae

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective

KEYWORDS / FUNCTIONAL AREAS

Accounts Assistant

PROFESSIONAL EXPERIENCE

Orion Sales Corporation, Kerala, India (Aug 2019 -Dec 2020)
ACCOUNTS ASSISTANT

Responsibilities:

- Preparation of customer invoices, preparation and drafting of purchase orders
- Preparation of Receipt and payment vouchers
- Handling collections from customers
- Handling payments to suppliers
- Passing of routine Journal Entries and Ledger posting of receipts, payments and journal vouchers and updating books of accounts
- Handling of Petty cash
- Reconciliation of suppliers and customers Accounts
- Preparation and reporting of Financial statements
- Dealing with auditors, suppliers, customers and Banks
- Keeping of Accounting records, books and files
- Handling other related tasks to meet managements requirements

PROFESSIONAL GRAPH

TALLY ERP & SAP (Software)

- Sales Invoice Preparing.
- Purchase Entry Preparing.
- Receipts and Payments Making.
- Preparing Daily Statement.
- Finalization of Accounts, preparation of relevant schedules
- Tax calculation.
- Preparing Profit and Loss Account.
- Preparation of Income and Expenditure statements
- Preparing GST&VAT filing

SKILLS AND KNOWLEDGE

- Excellent communication skills.
- Imaginative and logical reasoning skill.
- Able to tact workload and work pressures.
- Internet Skills.
- Microsoft windows, chrome.
- Proficient in MS Excel, Word and other MS Office Applications

ACADEMIC PROFILE

- **Bachelor of Commerce (Finance)**
University of Calicut
From Chinmaya Mission College Trissur. (2016 to 2019)
- **SAP Overview, SAP FI & CO Overview**
From Accountants Academy, Trissur (Sep 2019- Feb 2020)
- **Diploma in Manual and Computerized Accounting**
From Accountants Academy, Thrissur (Jan 2021)
- **12th Commerce with Computer Application (Intermediate)**
Higher Secondary Education Board, Kerala
Islamic Vocational HSS. Orumanayoor, (March 2016),
- **10th. ST. Joseph's H.S.S. Pavaratty,**
Govt. of Kerala Education Board (March 2014)

STRENGTHS & LINGUISTIC CAPABILITIES

- Result oriented and self-driven professional
- Ability to adapt any adverse and multi-cultural atmosphere
- Good leadership quality
- Dynamic and hardworking
- Good in team work
- Good in inter-personal relationship and communication.
- Fluent in English, Malayalam, Tamil, Hindi.
- Excellent oral and written communication skills.

REFERENCES

- Available on Request