

# ANAS MOHAMED A.P

Accountant and sales man

5 years UAE experience in the field of Accounts/ Finance/ Administration/ Sales etc. Expert Knowledge in Data Entry, Preparing various Financial Reports and Sales Reports. Experienced in ERP and excellent knowledge in Tally, Peachtree, MS word, Excel PowerPoint, etc. To excel in a suitable position in Accounts/ Finance/ Sales/Administration by applying my academic & professional experience and strive towards fulfilling the responsibilities assigned to me. I assure to uphold your quality standards, policies and procedures.



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☎ 0583064301

📍 Al Khail Gate, Dubai, UAE

## WORK EXPERIENCE

### Accountant and Salesman Al Zowar Trading

02/2015 - 01/2020

Al Quoz, Dubai

### Accountant GST Service point Tirur, India

02/2020 - 02/2021

### Assistant Accountant Prakash puthan Associates

01/2013 - 12/2014

## RESPONSIBILITIES

Preparing and posting invoices.

Preparation of cash and bank report on daily basis.

Preparation Receipt voucher, payment voucher, JV, debit note and credit note and posting.

Preparing aging report of stock, debtors, creditors.

Data Entry of all vouchers and monthly closing entries.

Recording and Reconciliation of receivables, creditors and bank.

Preparation of costing of Garments.

Handling of inventory control and maintaining collections from customers.

Petty cash management and Dealing with suppliers and fixing credit facilities.

Preparing detail summary of fixed asset.

## EDUCATION

### Bachelor of Commerce

Arts and Science College, University of Calicut

07/2011 - 09/2014

### Professional Diploma in computerized Financial Accounting

IHT Computer College

08/2013 - 02/2014

## SKILLS

Data Entry

Leadership and Administrative skill

Good Communication skill

GST Filing

Computer fundamentals

Windows

Ms Word

Ms Excel

Manual Accounting

Computerized Accounting

Tally

Peachtree

## LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

## PERSONAL STRENGTHS

Capable of performing and maintaining positive and productive working in internal, external independent and team environments.

Strong work ethics taking ownership of duties and responsibilities.

Well organized and methodical in work management.

Always willing to do that 'little extra bit' to get the job done.

Regular introspection