



ANISH KOTTILIL

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Aiming for Career enrichment in the areas of Cost Analysis: Finance / Accounts and Administration with a reputed organisation.

Synopsis

An astute professional with experience and thorough grasp of various accounting standards, Principles, Policies and Procedures. A **Planner & Strategist** with recognised proficiency in managing operations with an aim to accomplish corporate plans & goals successfully. Proficiency in **Cash Management, accounting & Financial Transactions**, Debtor/ Creditor Controls, Accounts Reconciliation and Balance sheet in compliance with applicable guidelines & accounting standards. Gained knowledge of various functions of bank such as **Clearing, Cash Transfer** etc. **Excellent** analytical, negotiation & interpersonal skills with demonstrated communication and relationship management abilities.

Core Competencies

- Cash/Fund management
- Process Enhancements
- Accounts Management
- Team Management
- Documentation
- Client Relationship Management

Being major role is to co-ordinate good decision making and problem solving, performance & appraisal, easily adaptable to any new environment with minimum training, self-motivation and self-confidence, employee relation, admin and Good Team Player.

Employment scans

Organization: ARAB ASIA GENERAL TRADING CO. KUWAIT
Designation: Accountant
Duration: MARCH 2017 to JANUARY 2020.

Functions

- ☞ Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- ☞ Ensure financial records are maintained in compliance with accepted policies and procedures.
- ☞ Ensure all financial reporting deadlines are met.
- ☞ Prepare financial management reports.
- ☞ Dealing with Company's petty cash accounts.
- ☞ Prepare the accounts payable and accounts receivable statements

Organization: EMDAD LEASING EQUIPMENTS CO. QATAR
Designation: Accountant
Duration: FEBRUARY 2015 to January 2016

Functions

- ☞ Prepare Journals.
- ☞ Posting Journals in to Ledger
- ☞ Prepare the accounts payable and accounts receivable statements
- ☞ Prepare Profit & Loss Account.
- ☞ Evaluating financial operations to recommend best -practices and help organization run properly.

Organization: QATAR MEGA BUILDING & CONTRACTING
Designation: Accountant
Duration: DECEMBER 2012 to FEBRUARY 2015

Functions

- ☞ Ensure financial records are maintained in compliance with accepted policies and procedures.
- ☞ Ensure all financial reporting deadlines are met.
- ☞ Prepare financial management reports.
- ☞ Ensure accurate and timely monthly, quarterly and year end close.
- ☞ Establish and monitor the implementation and maintenance of accounting control procedures.
- ☞ Resolve accounting discrepancies and irregularities.
- ☞ Develop and maintain financial data bases.
- ☞ Ensure accurate and appropriate recording and analysis of revenues and expenses.
- ☞ Analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues.

Professional Qualification

ACADEMIC QUALIFICATIONS			
EXAMINATION	COLLEGE	YEAR	BOARD / UNIVERSITY
PGDM (Management Studies)	Ethames Graduate School, London	2011	Edexcel
BBM	Karpagam Arts and Science College, Coimbatore	2005-08	Bharathiyar University
H.S.C	SRKGVMHSS, Thrissur	2003-05	Board
S.S.L.C	Depaul English Medium School, Thrissur	2003	Board

IT Forte

Excellent Job Knowledge in introduction to computers, MS Office, Tally ERP.9, Peachtree, Quick books.

Personal Dossier

- Date of Birth: 06th November 1987
- Sex: Male
- Nationality: Indian
- Marital Status: Married
- Visa Stats: Tourist Visa
- Passport Details: S 4196268
- Place of Issue: Cochin
- Date of Issue: 28th June 2018
- Date of Expiry: 27th June 2028
- Languages known: English, Malayalam, Hindi (Fluent)
- References: Will be provided upon request

Declaration

I hereby declare that information mentioned above is true with the best of my knowledge.

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