



ANAZ ABDUL AZEEZ

CONTACT ME

PERSONAL DETAILS

FATHER'S NAME: ABDUL AZEEZ
DOB: 12/10/1994
NATIONALITY: INDIAN
Gender: MALE
DARUL HIMMATH HO
MAYYANNUR PO
VATAKARA
673542

PASSPORT DETAILS

Passport no: K9222138
Date of issue: 29/01/2013
Date of expiry: 28/01/2023

ABOUT ME

I am very confident about myself and strongly belief could be able to handle multiple tasks on a daily basis. And I am well bothered about my strengths and weakness. Most reliable and accountable to the responsible duties

EXPERIENCE

2020-2021

**NESTO GROUP
OF COMPANIES**

Successfully completed a great experience as Accountant since 2020 March with a specialised skill & knowledge in handling **SAP**

2017-2019

HIDAYA PUBLIC SCHOOL

Experienced as a part time mentor for the higher secondary students in accounting and business studies

Key Responsible Areas

- Post and process journal entries to ensure timely recording
- Cash and bank reconciliation Daily & month basis
- Exposure to payroll processing, staff settlement, Gratuity working, calculation and processing.
- Exposure to Inventory Report Preparation.
- Reconcile accounts payables and receivables.
- Expense booking, Provision & Accruals.
- Create and Monitor an effective internal audit system
- SOA (Statement of Affairs) reconcile.
- Making purchase orders
- Invoice creation
- Preparing P & L

REPORT PREPARATION

- Year to Date comparison all expenses and incomes(**YTD**)
- Month to date comparison (**MTD**)
- All other reports requested from Department Heads
- Strong written and oral communication skills (**MOM**)

ACADEMIC PROFILE

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|----------------------|---|
| CA INTERMEDIATE | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA |
| BACHELOR OF COMMERCE | UNIVERSITY OF CALICUT |
| PLUSTWO | KERALA VOCATIONAL HIGHER SECONDARY |
| SSLC | CENTRAL BOARD OF SECONDARY EDUCATION |

DECLARATION

I do hereby declare that, information furnished above is true to the best of my knowledge

PLACE: VILLIAPPALLY

DATE: 25/09/2021

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