

# MUHAMMED ANEES E

Erakkingal House

Mezhathure .P.O

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## Professional summary

To secure the job in the Accounts/ Finance sector in your organization which could help me learn new skills and deliver my potential of accounts/admin analysis and strategic implementation of the new approach towards the development of the company.

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## Education

CCFA	(Certified Co-operative and foreign Accounting )
B.Com	Bharathiar University
Plus Two	NIOS
SSLC	Board of Kerala
MBA (Humen Resource)	On Doing

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## Experience

Three year work experience as a Manual Accounting, Computerised Accounting, Tally, Taxation and Foreign Accounts and audit assistant in EVM SHEREEF AND ASSOCIATES  
–Certified Public Accountants Kunnampkulam, Thrissur, Kerala

## Duties

- Booking intercompany invoices (purchase and sales).
- Performing accounts payable and receivable reconciliation
- Recording accounting journal entries.
- Support the Lower cost or market detail evaluations.
- Improvement of internal controls.
- Administered online banking functions.
- Capable of paying attention to detail and maintaining confidentiality of the information.

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## Finance Skills

- Strong financial knowledge including good understanding of financial statements, ratios and corporate finance principles.
  - Ability to use MS Office suite, QuickBooks, ERP SAP
  - Capable of handling account payable, account receivable, maintaining general ledgers, handling bookkeeping, and preparing accurate financial reports
  - Detailed understanding of the GST.
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## Skills

- Excellent written and verbal communication skills.
  - Advanced knowledge of Microsoft Excel and Microsoft PowerPoint.
  - Good problem solver and critical decision making.
  - Being good at managing people.
  - An excellent team player and multi-tasking as well.
  - Good administrative and organizational skills
  - Ability to work under tight deadlines.
  - Self-motivation
  - Integrity
  - Leadership
  - Continuous learning.
  - Highly trustworthy, discreet and ethical.
  - Flexibility to adapt to a variety of different engagement types, working hours, work environments and locations
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## Awards

- Tally ERP.9
  - MS office (*Microsoft Word, Excel, Access, PowerPoint, Outlook*)
  - Quick Books
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## Languages

- English
- Hindi
- Tamil
- Malayalam

Personal Profile

Date of birth : 15 March1996  
Sex : Male  
Marital status : Single  
Nationality : Indian  
Religion & Caste : Islam Muslim

Passport Details

Passport No : S 2927846  
Date of Issue : 12/06/2018  
Date of Expiry : 11/06/2028  
Place of Issue : Cochin Kerala

Declaration

I do hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Yours faithfully,  
**Muhammed Anees E**