

CURRICULUM VITAE

CONTACT INFORMATION:

MOHAMMED ANEES M

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PASSPORT DETAILS :

Passport No : U4085807

Place of Issue : KOZHIKODE

PERSONAL DETAILS:

FATHER'S NAME : Mohammed Ali c.c

DATE OF BIRTH : 02.08.1989

SEX : MALE

RELIGION : MUSLIM

NATIONALITY: INDIAN

MARITAL STATUS : MARRIED

OBJECTIVE :

- To be Innovative and Unique in Exploring Challengers.
- To Work in a Challenging creative environment.
- To Contribute effectively towards the goal of organization along with acquiring newer skills and competency.

Career Objective:

To grow as an effective professional and drive the organizations in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and grow within the company.

Academic Qualification:

- **POST GRADUATE : Master of Commerce** 2010 to 2012
(Kannur Institute of Management and Technolgy , kannur , kerala.
Under Bharathiar University.)
- **GRADUATION : B.Com with Computer Application** 2006 to 2009
(College of Commerce , Kannur , Kerala
Under Kannur University.)
- **HIGHER SECONDARY (XII) KHSE : COMMERCE** 2004 to 2006
(GOV'T CITY HIGHER SECONDARY SCHOOL – KANNUR)
- **HIGH SCHOOL (X) SSLC KERALA,**
(GOVT CITY HIGHER SECONDARY SCHOOL- KANNUR).

Work Experience:

COMPANY : UMM AL QUWAIN UNIVERSITY – Umm al Quwain.

DESIGNATION : ACCOUNTS AND ADMINISTRATION

DURATION : 6 YEAR (2014 to 2020)

With Valid UAE Driving License.

- Prepare Payment Approval and Payment Vouchers then Cheques to the Suppliers then release amount to them soon and making corresponding entries.
- Prepare Bank Reconciliation and Cash flow of each month.
- Posting Journal Vouchers of Receipt and Payment Entries.
- Checking Bank Statement daily and details mail to the line managers.
- Arrange and Sort out list of students details through **Vlookup** and Send Email to the number of student required announcements and information's through **Mail Merge**.
- Receive Cash, Cheques or card Swipe from the Students and Deposit to the Bank and Make a Corresponding entry to the **Al khazen** System.
- Receive the post dated Cheques from the students and arranging it by excel sheet and deposit to the bank on the date of the cheques.
- Preparing Petty Cash.
- Send SMS to the Student through Etisalat SMS Application.
- Keep Filing every data's by Journal Voucher Number.

LANGUAGES KNOWN:

- ENGLISH
- ARABIC
- HINDI
- MALAYALAM

STRENGTHS:

- Ready to make potentiality and able to prioritize
- Good communication skill and convincing capability
- Team working and effective in leading
- High zone of tolerance and hardworking
- Observant and adaptable
- Good helper towards those who need help
- Quick Learning capability

PERMANENT ADDRESS:

ANSAB MAHAL
KADANKODE
VARAM(P.O)
KANNUR
KERALA
INDIA
PIN. 670594

Work Experience:

COMPANY : **SIGNATURE HONDA - KANNUR.**

DESIGNATION : Cashier Cum Assistant Accounts.

DURATION : 1 YEAR (2012 to 2013)

- Receiving Cash or Cheques from customers and Preparing excel sheets of daily collection and Deposit it to the bank in daily basis.
- Finalize the list of debtors and submitted to the top management and do the necessary actions.
- Prepare the Petty Cash.
- Preparing Out pass to the Customers after clearing their payments.
- Receiving and Payment entries posted to the Tally.
- Keep filing of all data's based on journal Voucher Number.

Computer Profile :

- Al Khazen (Accounting Software)
- M S Office
- Tally
- Desk Top Publishing

Areas of Interest:

- Accounts.
- Administration.

Personal Objective

My desire is to create a truly competitive arena wherever I work. I want to bring my enthusiasm and sense of confidence to the organization and to the people I work with.

Declaration:

I confirm that the information provided by me is true to the best of my knowledge and belief, Necessary documents will be produced as per the requirement.

MOHAMMED ANEES M