



CONTACT INFO



Dubai, UAE



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anas27443@gmail.com

LANGUAGE

-English: Read, Write and Speak

-Hindi: Read, Write and Speak

-Malayalam: Mother Tongue

-Tamil: Speak

-Arabic: Read

SKILLS

- Financial Statement Reports
- Data & System Analysis
- Ledger Reconciliation
- Monthly Accounts
- Book Keeping

TECHNICAL SKILLS

- Proficient in Odoo
- Proficient in Tally. ERP
- Proficient SAP B1 and FICO
- Proficient in MS Office (MS Word, MS Excel, MS PowerPoint)
- Proficient in Internet Applications

ANAS P A

EXECUTIVE SUMMARY

- ✓ Accounts with finance 6+ years of work experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality, possess a B.com expertise in Microsoft Office and Tally. Looking to apply my skills and experience to a position as an accountant.

WORK EXPERIENCE

Accountant at Linkwell Trading LLC, Dubai, UAE

09/2022 - Present

- Recording day-to-day financial transactions and completing the posting process.
- Processing accounts receivable/payable and handle payroll in a timely manner.
- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Managing accounting assistants and bookkeepers
- Assisting with accounts payable and receivable processes, including invoice processing, cash collection, and deposit tracking.

Accountant at Secure Track Information Technology LLC, RAK, UAE 09/2019 - 11/2021

- Preparation, validation and submission of VAT, Vat E-Payment before due date
- Performing journal entries and maintaining accounting ledgers for accounts receivables and payables
- Maintenance of Ledger
- Manage payroll system
- Preparation of various accounting reports like expenditure statements, bank reconciliation statement etc.

Accountant at Nandilath G-Mart, Thrissur, India

08/2017- 02/2019

- Manages monthly bank reconciliations for branch bank accounts
- Expenses and petty cash management
- Preparation of cash book – purchase day book – sales day book – purchase return book –
- sales return book – and other subsidiary books
- Communicate with the branch manager with regards to the sales analysis, stock positions, sales/customer structure management, as well as pricing maintenance
- Submit daily reports for sales, collections, and bank deposits; monthly stock reconciliations, aging of receivables; and monthly sales analysis to the head office

Accounts Assistant at Total Tax Solutions, Thrissur, India

03/2016 – 01/2017

- KVAT Return Filing
- Luxury Tax Return filling
- Maintenance of Cashbook
- Provided administration with detailed expenditure reports.
- Preparation of various accounting reports like Income & Expenditure statements, Bank Reconciliation statement etc.

Accounts Assistant at Accountants Service Society, Kochi, India 04/2015 – 03/2016

- Prepares and maintains various monthly schedules
- Handling monthly journal entries, accounts and various ledgers
- Preparation of various accounting reports like Income & Expenditure statements, Bank Reconciliation statement etc.
- Receiving products from the agencies according the Goods Receipt Note
- Managing day-to-day transaction

ACADEMIC BACKGROUND

SL No	Examination	Board / University	Year of Passing
1	B.Com	Mahatma Gandhi Kashi Vidyapith University	2015
2	Higher Secondary (HSE)	Kerala Higher Secondary Examination Board	2012
3	SSLC	Secondary School Leaving Certificate	2010

CERTIFICATES

- ❖ **Diploma in Corporate Accounts and Management**
Accountants Service Society Educational institution, Kochi at 2016
- ❖ **Diploma in Indian and Foreign Accounting**
G Tech Computer Education, Guruvayoor at 2015
- ❖ **Microsoft Office Specialist**
Microsoft Office 2007, Kerala at 2014

PERSONAL TRAITS

- Ability to learn things fast
- Takes responsibility, creative
- Self-confident with positive mind set

PERSONAL INFORMATION

Father Name: Asharaf P M
Date of Birth: 14/04/1994
Gender: Male
Marital Status: Married
Nationality: Indian
Religion: Muslim
Passport Number: W1771033
Date of Expiry: 08/06/2032
Visa Status: Residence Visa
Visa Validity: 30/12/2024

DECLARATION

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