

Curriculum Vitae



ACCOUNTANT

ANSAB ANSAR A

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Objective

I am an enterprising young professional intending to continue my development as a consultant. I think in terms of results and objectives, I am enthusiastic and I work with decisiveness and conviction. I have a proactive attitude find positive ways to stimulate and engage with people. I have proficient in accounting across multiple contexts and environments. Adept at all functions of accounting, including balance sheets, processing payments, managing accounts payable, and providing executive administrative support. Also proficient in Tally ERP9.0, tally prime, sap finance, quick books, Inventory, and many other accounting software platforms and applications that may be used. Dedicated to providing exemplary work and supporting the overall mission of the department and company

Personal Details:

Gender	: Male
Date of Birth	: 17/01/1998
Address	: PB NO 80120 DUBAI, UAE
Passport NO	: M9803985
Passport Issue Date	: 09/06/2015
Passport Expiry Date	: 08/06/2025
Nationality	: INDIAN
Religion	: MUSLIM
Marital Status	: Single
Languages Known	: English, Malayalam, Tamil

Education Qualifications:

Graduate in Kerala University

(B.COM (Computer Application))

📖 College Nagaroor (passed with 50% MARK)

(Diploma in accounting)

📖 Accounting Academy.

TALLY PRO (certificate no -902259540)

(Passed with A+ grade)

Directorate of Higher Secondary Education

📖 MVHSS Thundathil (Kerala state board (passed with 72% mark.))

SSLC Education

📖 LVHS Pothencode (Kerala state board (passed with 80% mark.))

Professional Strength & Skills

- 📖 **SOFTWARE:** MS OFFICIES, TALLY erp9, TALLY Prime, PERL XP, Quick books, SAP
- Verification of invoice and stock register.
 - Checking and confirmation of receivables and payables Accounts.
 - Accomplish conference with client management and provide successful presentations.
 - Checks all the documents, registers, financial transactions of an organization.
 - Maintaining full set of Accounts up to finalization.

Professional Experience

- Worked in **ACCOUNTING & TAXATION CENTRE KOLLAM** as an ACCOUNTS ASSISTANT (From 10/02/ 2019 to 20/02/2020)
- Worked in MRA BAKE HOUSE as Accountant (1/03/2020 to 2/10/21)

CORE ABILITIE

- Basic accounting works
- Book Keeping
- Have the ability to work under pressure and positive attitude.
- Pleasing personality with friendly attitude.
- Superior ability to handle multiple accounting Task
- Commitment to maintenance of accounting principles.
- Familiarity with business software such as Microsoft Office.
- elf confidentiality.
- Strong communication skills, both written and verbal.
- Verification of bank passbook and company statements
- Brilliant Grasping Power and quick solution maker.
- Ability to work efficiently & effectively in a confidential work environment and to rapidly

Declaration

I hereby declare that - The above-mentioned information is true up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. Honestly, looking forward to join your reputed organization, I wish my C.V could meet all your interests and requirements.

Date: 01/10/2021

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