



ANAS ABDUL AZEEZ
Accountant

+971 505077864

Sharjah, UAE
aezanas12@gmail.com

CAREER OBJECTIVE

A Seeking for a challenging career in accounting sector to get a position of responsibility using my professional skills and efficiency to communicate my ideas. And to commit myself for achieving organisational objectives with the team effort and my positive attitude of performance.

PROFESSIONAL EXPERIENCE

August 2018 – August 2021 Accountant
ALOMA HOME INTERIOR, Kannur, Kerala, India

JOB PROFILE

- Preparation and maintenance of cash and cheque
- Monthly E-filling of accounts for the purpose of tax
- Preparing & monitoring invoices, expenses and payments
- Finalization of accounts
- Prepared bank reconciliation ,follow up receivables & payable accounts
- Financial reporting to the owners

Feb 2017 – Feb 2018 Accounts Assistant
DAWA BOOKS, Ernakulam, Kerala, India

JOB PROFILE

- Maintain monthly accounts
- Maintaining an effective filling and follow-up system for accounts related documents.
- Preparing & Monitoring invoices, expenses and payments.
- Tracked monthly expenditures and revenue.
- Prepared, reviewed and posted weekly, monthly and quarterly accounting entries

ACADEMIC QUALIFICATION

Course	Year	University
Master of Commerce M.Com (on going)	2022	IGNOU, Delhi, India
Bachelor of Commerce B.Com	2016	IGNOU, Delhi, India
12 th VHSE Commerce	2013	GBVHSS, Madayi, Kannur, Kerala, India
10 th SSLC	2011	GBVHSS, Madayi, Kannur, Kerala, India

AREAS OF EXPERTISE

- Accounts Payable
- Accounts Receivable
- Petty cash
- Prepare and Filing of Monthly Goods and Services Tax (GST)
- Reconciliation of Bank Statement, Debtors & Creditors
- Maintain books of accounts

PROFESSIONAL STRENGTHS

- Leadership skills developed by leading various teams
- Good communication and interpersonal skills.
- Willingness to take responsibilities.
- Ability to organise, coordinate, implement and control; work related activities.
- Ability to understand and analyse financial and accounting information.
- Strong analytical and problem-solving skills.
- Efficient time management skill.

TECHNICAL SKILLS

- Tally ERP 9
- Trade easy
- MS Office (Excel, Word)
- Typing speed of 45 wpm

PERSONAL SKILLS

- Analytical
- Communication
- Decision making
- Problem Solving
- Leadership
- Punctuality

PERSONAL PROFILE

- Date of Birth: 12th May 1996
- Nationality: Indian
- Marital Status: Single
- Languages Known: English, Hindi, Malayalam
- Passport Number: P4941155 Valid up to: Dec 2026
- VISA Status: Visit Visa Valid till 20th april 2022

DECLARATION

I hereby solemnly declare that all the above furnished details are true to the best of my knowledge and I assure of my sincere and ardent work in your esteemed organisation.

ANAS ABDUL AZEEZ