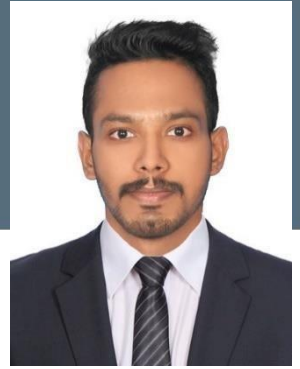


# ANAS P B



Abudhabi , United Arab Emirates

Email: anzanas73@gmail.com

Mob: +971 563347561

## Professional Profile

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields, and I assure to uphold your quality standards, policies and procedure.

## Personal Skills.

- Detail – oriented, efficient and organized professional in accounting systems
- Good leadership capabilities
- Excellent team player
- Aimable and energetic interpersonal skills
- Good and effective communication skill in technical and non-technical level
- Well known on using Computer applications

## Relevant Work Experience

### • K E M HYPER MARKET, KERALA-INDIA

Position: Accountant

/Billing

Period: Jan.2017-

Sep.2017

- Managed accounts payable, Accounts Receivable and payroll departments
- Organize stocks and maintain inventory
- Generated budgets and forecasts on a quarterly basis and presented to the management team
- Prepared company accounts and Tax returns for audit
- Coordinated monthly payroll functions for employees.

### • ZAIN SWEETS LLC, AJMAN-UAE

Position: Assistant Accountant /

Administrator

Period: Oct.2017 to Oct.2018

## Duties and Responsibilities

- Responsible for processing audit and statutory reporting.
- Keeping record of all deposit and debit.
- Preparing invoices to be sent to customer and clients.
- Has a duty of receiving and reconciling all invoices.

- **ZARAWANI TRADING AND IMPORTING LLC, AL AIN-UAE**

Position: Accountant /Billing

Period: Mar. 2019 to till

Present

### Duties and Responsibilities

- Daily wise monitoring stock details.
- Entering the customer billing document.
- Entering the purchase, purchase return, sales and sales return.
- Issuing the delivery note to customers.

## Education

**2014- 2017**

### **Bachelor of commerce**

*Assabah Arts And Science College Valayamkulam*

*University of Calicut*

**2012- 2014**

### **Higher Secondary School Leaving Certificate**

*Board of Kerala, India*

*Concord English Higher Secondary School.*

## Languages Known

English	Read -Write - Speak
Arabic	Read -Write- Speak
Hindi	Read -Write- Speak
Malayalam	Read -Write - Speak

## Passport Information

Passport No	: M4272377
Date of issue	: 11/12/2014
Date of Expiry	: 10/12/2024
Place of Issue	: Cochin

## Personal Information

Date of Birth	:	14/11/1996
Nationality	:	Indian
Gender	:	Male
Civil Status	:	Single
Visa Status	:	Employment Visa

*I hereby certify that the information made by me in this CV is true, complete and correct to the best of my knowledge and belief. Thank you very much for giving time to consider my resume and thanks for favorable forwardness, I'm hoping for your positive response.....*

*ANAS P B*