



ANUSHALQUE C K

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Passport No : L6277149
Date of expiry : 01-01-2024
Visa Type : Visit Visa

Career Objective

To join an interactive organization that offers me a productive workplace for communicating and interacting with customers and clients. Looking out for opening with more avenues for the constant learning process in a mutually cherishing way along with accelerated career growth.

Experience

Kuruva Family Restaurant, Wayanad (INDIA)

Period: 03 April 2019 to 10 October 2020

Designation: Assistant Manager

Job Description

- Assist the General Manager as directed
- Hire, train, schedule and manage employees in daily tasks
- Manage purchasing, inventory, maintenance and other operational functions
- Develop strategies for better workplace efficiency and goal achievement
- Liaise between managers, customers and employees
- Serve as acting General Manager (GM) when GM is away

Sanji Hypermarket Koduvally, Calicut (INDIA)

Period: 08 January 2018 to 12 February 2019

Designation: Accountant

Job Description

- Managing accounts payables & receivables
- Managing accounting assistants and bookkeepers
- Support month- end and year end close process
- Complete account reconciliations and analysis of critical balance sheet accounts
- Prepare journal entries, reconciliations and trend analyses as required for monthly close
- Review and recommend modifications to accounting systems and procedures
- GST filing
- Bank reconciliations
- GRN Booking
- Data Entry

MAN Trucks India Koduvally, Calicut (INDIA)

Period: 01 April 2017 to 21 December 2017

Designation: Assistant Accountant

Job Description

- Managing accounts payables
- Managing accounts receivables
- Managing accounting assistants and bookkeepers
- Maintain bank accounts by requesting disbursements.
- Prepare reconciliation for various general ledger accounts.
- Analyze financial information detailing assets, liabilities, and capital.
- Prepare incentive calculation and financial statement.
- Managing accounts cost centers
- Support month- end and year end close process
- Complete account reconciliations and analysis of critical balance sheet accounts

Career Highlights

- 3 Years of Professional Experience in Accounting, Finance, Sales and Billing.
- Experienced Dynamic Individual in Accounts and Finance, efficient and methodical in handling assigned tasks with a special interest in the position of Accountant, Assistant Accountant.
- Excellent interpersonal communication and organizational skills with proven abilities in team and customer relationship management.

Education

Annamalai University / MBA General

2018 - 2020

University of Calicut / B Com

2014 - 2017

GHSS Koduvally / Senior Secondary Schooling

2011 - 2013

GHSS Koduvally / Secondary Schooling

2010 – 2011

Computer Proficiency

- Tally ERP 9, Peachtree, Quick Books
- NET Office, Uniqon Auto, SAP, Polosys
- MS Office Softwares