

# ANEEZ V A

## GENERAL ACCOUNTANT



## Personal Info

**Address**  
Al Thani Builing, Al Raffa Street,  
Burdubai, Dubai - UAE

**Phone**  
+971 556048412

**E-mail**  
aneezmohammed7@gmail.com

**Date of birth**  
21-09-1991

**Linked In**  
[Linkedin.com/in/aneez-mohammed/](https://www.linkedin.com/in/aneez-mohammed/)

## Personal Skills

- Team Management
- Leadership skills
- Communication skills
- Presentation skills
- Interpersonal skills
- Capable of working under pressure

## Technical Skills

- Tally ERP 9
- Kingdee / K3 Cloud
- Microsoft Office
- Dropbox
- Outlook

## General Accountant with MBA in Finance and 6 years of UAE experience in Finance and Accounts

Seeking to leverage my technical and professional expertise to get hold of a challenging career with a reputed company, utilizing the chance to prove and develop my skills to achieve the vision and mission of the company as well as an individual and in association with the team.

## Experience

- Feb 2017 -  
Oct 2020

**General Accountant**  
*Hyvision Technology LLC*  
*National Distributor of HikVision in U.A.E., Oman & Bahrain.*

  - Guiding & Supervision of the Accounts department by coordinating activities in Bahrain & Oman branches.
  - Prepares & presenting financial reports by collecting, analyzing, and summarizing account information and trends on monthly basis & also required.
  - Fund allocation & cash flow analysis.
  - Customer statements & Accounts Receivable.
  - Cash management & expense reimbursement.
  - Payroll Management.
  - Inventory Management.
  - Sales order processing & Invoicing.
  - Credit Management & credit control.
  - Bank Reconciliation.
  - Documentation & Filing.
  - Recommends financial actions by analyzing accounting options.
  - Reconciles financial discrepancies by collecting and analyzing account information.
  - Prepares payments by verifying documentation, and requesting disbursements.
- Nov 2014 -  
Nov 2016

**Finance & Accounts Executive**  
*Pearl House Garments LLC*  
*The Company is a major supplier of garments, mainly promotional gift items, t shirts & uniforms in the Middle East.*

  - Bank Reconciliation reports.
  - Order processing & sales invoices.
  - Payroll management.
  - Customer statements & payment follow up.
  - Petty cash management.
  - Documentation & filing.
  - Monthly preparation of reports regarding debtors & creditors.
  - Accounts Receivables & Payables.

<b>Personal Details</b>		<b>Education</b>
Nationality	: Indian	<b>TKM Institute of Management, Kollam – Kerala</b>
Gender	: Male	Master of Business Administration (MBA)
Marital Status	: Married	University of Kerala
Passport No	: M2609135	Specialization: Finance & Marketing
Visa Status	: Visit Visa	Year of Passing: 2014
<b>Language Proficiency</b>		<b>Jai Bharath Arts &amp; Science College, Kollam – Kerala</b>
<ul style="list-style-type: none"><li>English</li><li>Hindi</li><li>Malayalam</li><li>Tamil</li></ul>		Bachelor of Commerce - 2012
		Mahatma Gandhi University
		Specialization: Finance & Taxation
		Year of Passing: 2012
		<b>Core Competencies</b>
		<ul style="list-style-type: none"><li>Expertise knowledge in Tally ERP 9 &amp; Kingdee/ K3 Cloud Accounting software.</li><li>Good communication &amp; Interpersonal Skills.</li><li>Proficiency in Credit management &amp; Inventory Control.</li><li>Accuracy &amp; Attention to detail.</li><li>Expertise in Financial statements &amp; Reports.</li><li>Problem analysis and resolution.</li><li>Accounts Payable &amp; Receivable.</li></ul>
		<b>Reference</b>
		Can be furnished upon request
		<b>Declaration</b>
		I hereby declare that all the above given facts are true to the best of my knowledge and belief.
		<b>Aneez V A</b>