



ANAS PONNANGALATH ACCOUNTANT

CONTACT

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📍 DUBAI , UAE

ACADEMIC CREDENTIALS

- **MASTER OF BUSINESS ADMINISTRATION | 2020**
Annamalai University
- **BACHELOR OF COMMERCE | 2016**
Calicut University
- **HIGHER SECONDARY**
Board of Higher Secondary Examination, Kerala, India
- **SSLC**
Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

- MS Office Packages
- Tally Prime
- Peach tree
- SAP
- Quick Book
- Accounting Software

PROFILE SUMMARY

Experienced financial professional with a strong background as a Financial Advisor, Financial Manager, Accountant & Chief Accountant. Proven expertise in financial planning, investment analysis, and accounting practices. Seeking a challenging role as Chief Accountant or Finance Manager. Strong analytical skills, effective communicator, and committed to maintaining financial integrity. Ready to contribute to organizational success through strategic financial initiatives.

EMPLOYMENT CHRONICLE

ACCOUNTANT | 2021 - 2023

UNI MAXX AUTO MOTIVE, MALAPPURAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents

ACCOUNTANT | 2019 - 2020

CIBUS EXIM, DOHA, QATAR

KEY RESPONSIBILITIES

- Accounts Payable and Receivable.
- Payroll and Monitoring Employee Time Offs.
- Inventory Cost Management.
- Cash Collections and Systematic Record Keeping.
- Budgeting.
- Reporting and Financial Statements.
- Legal Compliance and Financial Control.

ACCOUNTANT | 2017 - 2019

GLOBO GENERAL TRADING, DOHA, QATAR

KEY RESPONSIBILITIES

- Managed day-to-day accounting tasks, including invoicing, accounts payable, and receivable.
- Ensured accurate recording of financial transactions and maintained up-to-date ledgers.

AREAS OF EXPERTISE

- Budgeting & Forecasting
- Human resources evaluation
- Finance controlling
- Debt recovery
- Forecasting
- Tax Planning
- Financial Analysis

PASSPORT DETAILS

Passport Number : N8802658
Date of Expiry : 22-03-2026

LANGUAGE KNOWN

- English
- Hindi
- Malayalam

PERSONAL DOSSIER

Gender : Male
Date of Birth : 19-06-1996
Nationality : Indian
Marital Status : Married

Permanent Address

Ponnengalathil (H)
Eramangalam PO, Pin: 679587
Malappuram, Kerala, India

- Reconciled bank statements and verified financial data for accuracy.
- Prepared and filed tax returns, ensuring compliance with local regulations.
- Generated financial reports for management, summarizing key financial indicators.

ACCOUNTANT | 2016 – 2017

DARUSSALAMATH ENGLISH SCHOOL, MALAPPURAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Assisted in the development and monitoring of budgets to control expenses.
- Conducted regular audits to identify discrepancies and implement corrective measures.
- Collaborated with external auditors during annual audits to ensure financial integrity.
- Implemented and maintained internal controls to safeguard financial assets.
- Provided financial data and analysis to support decision-making processes within the organization.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

ANAS PONNANGALATH