

ANAZ. K

Accountant



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Dubai

EDUCATION

- MASTER OF BUSINESS ADMINISTRATION (MBA FINANCE)**
PERIYAR UNIVERSITY, SELAM,
TAMIL NADU (2010 - 2012)
- BACHELOR OF COMMERCE (B.COM)**
CALICUT UNIVERSITY
2007 - 2010
- HIGHER SECONDARY EDUCATION (PLUS TWO)**
VALLAPUZHA HIGH SCHOOL
2005 - 2007
- SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)**
VALLAPUZHA HIGH SCHOOL
2004 - 2005

PERSONAL DETAILS

- Date of Birth : 06/02/1990
- Gender : Male
- Nationality : Indian

PASSPORT DETAILS

- Passport No : X4626631
- Date of Issue : 13/03/2024
- Date of Expiry : 12/03/2034
- Place of Issue : Cochin

LANGUAGES

- English
- Malayalam
- Hindi
- Arabic
- Tamil

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with over 12 years of experience in managing financial operations across diverse sectors, including jewelry retail. Proven expertise in preparing financial statements, budgeting, and forecasting, with a strong focus on compliance and process improvement. Skilled in overseeing accounts payable and receivable, implementing financial controls, and conducting audits to enhance operational efficiency. Adept at collaborating with cross-functional teams to streamline financial processes and provide insightful analyses that support strategic decision-making. Committed to upholding the highest standards of accuracy and integrity in financial reporting.

WORK EXPERIENCE

ACCOUNTANT

MAHARAJA GROUP OF JEWELLERY, UAE (2024 - PRESENT)

- Managing daily financial transactions and maintaining accurate financial records for multiple departments.
- Preparing monthly financial statements and reports, analyzing variances, and providing insights into financial performance to management.
- Assisting with budgeting and forecasting activities to support strategic business decision-making.
- Ensuring compliance with local financial regulations and standards, conducting regular reviews of accounting processes.
- Implementing cost-saving measures and efficiency improvements in financial operations.
- Collaborating with internal teams to streamline financial processes and enhance overall workflow.

ACCOUNT EXECUTIVE

DUBAI GOLD AND DIAMONDS, MANAMA, BAHRAIN (2016 - 2024)

- Oversaw accounting operations, including accounts payable and receivable, ensuring accuracy and timely processing of transactions.
- Developed and implemented financial controls and procedures to improve operational efficiency and reduce errors.
- Collaborated with management to prepare annual budgets and financial forecasts, conducting variance analysis to track performance.
- Conducted regular audits of financial processes, ensuring compliance with internal policies and external regulations.
- Provided training and guidance to junior accounting staff on best practices and software usage.
- Assisted in the preparation of tax returns and coordinated with external auditors during annual audits.

ACCOUNT EXECUTIVE

KALYAN JEWELLERS, PALAKKAD, KERALA (2015 - 2016)

- Managed financial transactions and maintained ledgers for daily sales and expenses, ensuring accuracy and completeness.
- Assisted in the preparation of monthly and annual financial reports, analyzing key financial metrics for management review.

SKILLS

- Financial Reporting
- Budgeting & Forecasting
- Accounts Payable & Receivable
- Regulatory Compliance
- Cost Management
- Audit Preparation
- Financial Analysis
- Accounting Software Proficiency
- Cash Flow Management
- Team Collaboration
- Attention to Detail

- Supported the implementation of accounting software to streamline financial processes and improve data accuracy.
- Monitored inventory levels and coordinated with the procurement team to manage stock efficiently.
- Engaged in continuous process improvement initiatives to enhance the efficiency of financial operations.

ACCOUNT EXECUTIVE
ROYAL GROUP OF JEWELLERS, PATTAMBI, KERALA (2012 - 2015)

- Handled bookkeeping and prepared financial statements in compliance with company policies and accounting standards.
- Monitored cash flow, prepared bank reconciliations, and ensured timely payments to suppliers and vendors.
- Assisted with the year-end audit process by providing necessary financial documentation and addressing auditor inquiries.
- Developed and maintained strong relationships with clients and suppliers, addressing any financial discrepancies or issues.
- Conducted financial analysis to identify trends, providing recommendations to improve profitability.