



ANEESH J

ACCOUNTANT

📞 (+971) 5 4271 4273

✉ aneeshtayakumar003@gmail.com

📍 Dubai, UAE

SKILLS

- General ledger reconciliation
- Cash flow analysis
- Book keeping operations
- Financial data Analysis
- MS Office Knowledge
- Clerical work
- TALLY
- Showroom Management
- Customer care
- Active listener

ADDL. SKILLS

- Computer Word Processing
- Typewriting English Lower

PERSONAL DETAILS

Date of Birth	21-Sep-1986
Nationality	Indian
Marital status	Married
Gender	Male
Passport No	W0087066
Date of Issue	09-May-2022
Date of Expiry	08-May-2032
Blood Group	B+ve
Languages known	<ul style="list-style-type: none">• English• Malayalam• Hindi• Tamil

PROFESSIONAL SUMMARY

Enthusiastic Accountant with 5yrs of experience. Leverages accounting knowledge to optimize processes and support business needs. Skilled in project co- ordination and inventory control. Expert accounting team member brings 5+ years maintaining financial documentation and digital accounting information. Reliable in keeping accounts current and following applicable regulations and best practices. Talented in managing time and multitasking to manage continuous workload.

WORK EXPERIENCE

NEW GRAND AUTO GARAGE, AL QUASIS, DUBAI

Accountant

Jan 2023- Present

- Posting and processing journal entries to ensure all business transactions are recorded.
- Update accounts receivable and invoices
- Updating accounts payable and perform reconciliation
- Revealing of expenses and payroll records etc.
- Processing of balance sheets. Income statements and other financial statements according to legal and company accounting and financial guidelines.
- Prepare and submit weekly/ monthly reports.

ACCOUNTING AND TAXATION CENTRE TRIVANDRUM, KERALA INDIA

Accountant

Jan 2022 to Dec 2022

MARUTI SUZUKI ARENA SHOWROOM

POPULAR VEHICLES AND SERVICES (P) LTD
TRIVANDRUM, KERALA

Senior Sales Officer

Aug 2019 - Dec 2021

- Provided warm, friendly and professional welcome to customers, increasing client satisfaction and loyalty.
- Negotiated 5 closes per week by successfully overcoming customer objections through skillful sales techniques and extensive product knowledge.
- Shared new products and promotions with customer to encourage sales.
- Set up temporary sales structures at markets to attract new customers.
- Met sales targets through proactive promotion and excellent customer service.
- Assessed customer product budget and requirements through consultations.
- Matched relevant products to customer needs, skillfully presenting applicable features and product benefits, resulting in landing 10+ sales per month.

BSNL - Bharth Sanchar Nigam Ltd.
Telecom Company
A Govt of India Enterprises.

May 2007 to July 2019

Accounting clerk
Customer Care Executive
Cashier
Administrative Assistant
Sales and Marketing
Supervisor
infrastructure Maintainance In charge

ACADEMIC QUALIFICATION

SSLC

2001 - 2002

Model B.H.S.S I Trivandrum, Kerala

Board: Kerala State Board

Mode of study: Regular

HSE (Plus Two)

2003 - 2004

Model B.H.S.S I Trivandrum, Kerala

Board: Board of Higher Secondary Examination, Kerala

Mode of study: Regular

Bachelor of COMMERCE : TAXATION LAW AND ACCOUNTS
UNIVERSITY OF KERALA I Trivandrum, Kerala

2017

University: Kerala University

Mode of study: Regular

DECLARATION

I hereby declare that all the information furnished above is exact and true with the best of my knowledge.

Date: 26-May-2023

Aneesh J

Place: Dubai, UAE