

ANSHAD EDATHODI

ACCOUNTANT



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Abu Dhabi , UAE

PROFESSIONAL SUMMARY

Driven accountant with four years of experience specializing in accounting, and payroll for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding, and ownership of financial reports and financial and operational metrics across the organization. A thorough knowledge of applicable laws, regulations, public finance, and external reporting. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

EXPERIENCE

Accountant

2020-2023

Lulu Hypermarket - Muscat

- Preparation and input of month end journal vouchers.
- Submit monthly reports and help in month end closing.
- Keep track of the transactions and monitor accounts to ensure payments are up to date.
- Handling and verifying petty cash and vouchers.
- Debtors and creditors reconciliation.
- Maintain digital and physical financial records.
- Prepared financial statements and reports, such as balance sheet and income statement.

Purchase Coordinator

2018 - 2020

Lulu Hypermarket - Muscat

- Responsible for maintaining accurate and timely purchase order processing and ensuring prompt delivery of goods.
- Maintaining strong relationship with suppliers vendors to negotiate terms and prices, expedite shipment based on priority and get early access to exclusive items.
- Monitor and control stock level and identify purchasing needs.
- Support sales team to process special orders and research products for customers.

Store Keeper

2017 - 2018

Lulu Hypermarket - Muscat

- Receive and verify all types of goods and deliveries.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and manage inventory regularly.
- Ensuring that the store is kept clean and well organized.

SKILLS

- | | | |
|----------------------|--------------------|------------------------|
| • SAP | • Communication | • Teamwork |
| • Financial analysis | • Microsoft office | • Administrative skill |
| • Cash handling | • Tally | • Time-management |
| • Reconciliation | • Outlook | • Active Listening |

EDUCATION

Masters of Commerce (M.COM)

Bharathiar University
2015 - 2018

Bachelor's in Accounting

Calicut University
2011 - 2013

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Arabic (Intermediate)
- Malayalam (Fluent)

I hereby declare that the above furnished details are true to the best of my knowledge.

Anshad Edathodi