



ANUSHALQUE

PROFILE

Professional and friendly sales man and accountant with a positive attitude and strong work ethics, proven ability to work independently in the absence of direct supervision. Enthusiastic and dedicated with genuine desire to provide excellent service while overseeing daily office operations

UAE DRIVING LICENCE(MANUAL)

CONTACT

PHONE:

+971-528676543

EMAIL:

shalquerules@gmail.com

HIGHLIGHTS

Five year professional experience in accounting, finance, and sales . Experienced dynamic individual in accounts and finance .efficient and methodical in handling assigned task with a special interest in the position of accountant

LANGUAGES KNOWN:

English
Malayalam
Hindi
Tamil

PERSONAL DETAILS:

Date of Birth: 26/09/1995

Sex: Male

Nationality: Indian

Marital Status: Single

Passport No: L6277149

EDUCATION

MBA General

Annamalai University, Chidambaram

Tamilnadu, India

BCOM Computer Application

Calicut university Kozhikode, kerala, india

WORK EXPERIENCE

C-Store Attendant

2021 October

Abu Dhabi National Oil Company

Accountant

March 2019 – September 2021

Kuruva Family Restaurant, Wayanad Kerala, India

Accountant

May 2017- August 2021

MAN Trucks India (Poomkudy Motors)

JOB DESCRIPTION

- Managing accounts payables and receivables
- Maintain supplier ledger
- Bank reconciliations and Data entry
- GST Filing(VAT)
- Support month-end and year end process
- Customer service
- Preparing annual company reports and accounts
- Preparing sales report and stock report
- Petty cash handling stock taking
- Process payments and invoices

Training professional

HSE Framework&energy management ADNOC

Customer service &complaints handling ADNOC

Declaration:

I, hereby inform you that all the statement made above are true the best of my knowledge and belief.

ANUSHALQUE