



# ANVER SADIQUE.KM

## My Contact

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## Hard Skill

- Financial modeling and reporting
- Data mining and analysis
- Financial accounting
- Business valuation

## Soft Skill

- Observation
- Decision making
- Effective communication
- Data analysis & Multi-tasking

## Education Background

- IPA - Certified professional accountant
- TALLY
- B COM ( Bachelor of commerce)
- PLUS TWO
- SSLC

## PERSONAL INFO

- Passport No : R7380131
- Indian Drining Licence No : 11/3461/2007
- Date Of Birth : 01-05-1988
- Marital Status : M
- visa status : visit visa

## About Me

Dedicated and detail-oriented Accounts Manager with Ten years of experience leading negotiations and managing the agency -client relationship. To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Professional Experience

### **Accounts manager**

*Evershine interiors - Malappuram,india*

**2018-2023**

- Key responsibilities:
- Produced weekly reports of debtors and overview of status resulting in a resulting in a more efficient debt collection process.
  - implement new strategic plans.
  - Monthly filing of GST, TDS & preparation of final accounts for auditing.
  - Maintaining all statutory accounts.

### **Manager**

*Aysha wood industries-Kannur,india*

**2014-2018**

- Key responsibilities:
- Managed higher level authority functions in plywood-manufacturing company including production and sales.

### **Senior Accountant**

*Naran chirakkal corporate PVT,LTD-Calicut, India*

**2013-2014**

- Key responsibilities:
- Maintained all statutory work.
  - Monthly filing of k-vat,central and service tax and tds. Preparation of all final accounts for auditing.

### **Accountant**

*Royal group of companies- Calicut , India*

**2010-2012**

- Key responsibilities:
- Maintained all statutory work.
  - Monthly filing of k-vat,central and service tax and tds. Preparation of all final accounts for auditing..

### **Accounts Assistand**

*Indus motors PVT LTD- Calicut, India*

**2009-2010**

- Key responsibilities:
- Maintained accounting books.
  - Looking after receipts & payments,deposits withdrawals and preparation of payroll.