

Anas Abdulla

ADMINISTRATOR

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Profile

Detail-oriented, Highly Motivated and organized entry-level Administrator with a strong foundation in office management, data entry and customer service. Proficient in handling administrative tasks such as scheduling, correspondence, and record keeping. Adept at using Microsoft office Suit, managing multiple priorities, provide support to teams in fast paced environment. Demonstrates excellent communication skills, problem-solving abilities and a proactive attitude toward ensuring operational efficiency. Eager to contribute to organizational success while continuing to grow and develop professionally in an administrative role.

Employment History

Accountant, Green Line Electromechanical LLC, Abu Dhabi **June 2024- September 2024**

- Developed and kept an exact and up-to-date accounting system that tracked expenses, revenues, and profits.
- Processed financial transactions and kept exact records, resulting in the successful completion of the company's annual audit.
- Developed and implemented internal controls to streamline processes and improve accuracy of financial data.
- Reconciled financial accounts and found discrepancies, resulting in improved accuracy of financial statements
- Developed and kept an accounting system that improved accuracy and transparency of financial transactions
- Maintained an organized filing system for financial documents
- Researched and resolved customer inquiries, improving customer service and satisfaction.
- Collaborated with other departments to resolve billing and invoicing issues.

Commerce Teacher, Focus Institute, Kerala, India **October 2023 – February 2024**

- Successfully managed the Delivery of higher secondary commerce curriculum, ensuring students received comprehensive education in commerce related subjects.
- Developed and implemented creative activities that improved student understanding of complex concepts.
- Established positive relationships with students, parents, and faculty, resulting in improved classroom morale.
- Collaborated with teachers and administrators to develop and implement school-wide initiatives.

Al Madarssathul Islamiyya, Kerala, India **June 2022 – March 2024**

- Served as an Islamic Teacher, imparting comprehensive Knowledge of Islamic studies and Quranic Teachings while nurturing spiritual growth and academic excellence among students.
- Developed and kept a positive learning environment that encouraged collaboration and respect among students.
- Utilized effective communication strategies to ensure students understand complex concepts.
- Encouraged students to think critically and apply their knowledge to real-world scenarios

Education

University of Calicut, Bachelor of Commerce	2024
Major : Finance	
Government Higher Secondary School Kerala, India	2021
Major : Commerce – Higher Secondary	
Islamic Central School Affiliated to CBSE, Kerala, India	2019
Major: General – High School	

Training

Diploma in Professional Gulf Accounting, G-tec Group of Education, Kerala, India	2024
<ul style="list-style-type: none">• Accounting• Tally Prime with GCC VAT• Quick Books• Peachtree• SAP FICO (Basic)• Advanced Excel• Data Entry• Microsoft Office Suit	

Skills & abilities

- Management
- Positive attitude
- Problem solving
- Leadership
- decision-making
- Time management
- Ability To Multitask
- Team collaboration
- Excellent Communication
- ERP Software
- Fast Leaner

Languages

- English (Highly Proficient)
- Hindi (Very Good Command)
- Arabic (Beginner)
- Malayalam (Native)