

## CONTACT

## ANIL T M(Sr.Accountant )

📍 Dubai Investment Park

Dubai

United Arab Emirates

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## OBJECTIVE

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Verification, allocation, posting and reconciliation of accounts payable and receivable. Production of error-free accounting records and presentation of their results. Analysis of financial data for preparation of financial statements and forecasting of budgets. Maintenance of general ledger and account reconciliation. Interpretation of financial records as per the requirement and purpose of the management. Assistance with audit preparations and compliance functions. Preparation and monitoring of cash flow projections and associated records. Maintenance of a documented system of accounting policies and procedures. Identification and recommendation of updates to accounting processes and procedures. Expert in Preparation of journal & Cashbook, General Ledger, Provisions & Reserves, BRS & Monthly Stock Statement submission. Payroll. Finalization of Accounting. (P&L, Balance sheet, Payroll register, Stock register & Fixed Asset Register). Handling AP & AR, Depreciation calculation, VAT.

## EXPERIENCE

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2021 - Still....

- **Sr.Accountant**

Al Bahri Packaging Materials industry, DIP 2, Dubai (Packaging Material Manufacturing)

Responsible for ensuring the smooth running of the accounts department. Advising and updating the company director on irregularities or concern about invoices & financial matters. Verifying financial documents for accuracy and completeness. (Cost Accounting, VAT, Bank Reconciliation, WPS, Auditing assistant, Import & Export etc..)

2017 - 2021

- **General Accountant**

Capital Development Company LLC, Muscat, Oman (Interior Fitout, Fire and Safety Service, Carpentry)

ERP Implementation, Configuration, AP & AR Reconciliation, Finance controlling, Budgeting, BRS, WPS, Petty Cash, LPO, Document Controller, All Financial Reports, Project wise Report Etc....

2007 - 2017

- **Branch Accountant Cum Sales Coordinator**

Oriental metals india Pvt Ltd, Kerala, India (Oralium Roofing Sheet)

All Data Entry (Purchase, Expense, Invoice, Logistic, Bank Reconciliation ETC...), Petty cash, Sales & Customer support, Tax return filing, daily financial reports and ERP Data sync to head office etc..

2006 - 2007

- **Audit Assistant (Bank & Company Audit)**  
G K Krishnan & Associates, India

Conducted the internal, external audit and other assignments like stock counts and check over it reconciliation of the different heads, of several companies, involved in diverse activities like etc...

## EDUCATION

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2021

- **SMEC LAB- SAP**  
PG Diploma in Indian & Foreign Accounting

2007

- **Accounts Academy**  
Advanced Diploma in Manual and Computerized Accounting

2005

- **Calicut university**  
Graduate

## SKILLS

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- Tally ERP9 & Prime(Configuration Level)
- Advanced Excel
- SAP FICO
- Quickbooks

## DRIVING LICENSE

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- Light Vehicle

## LANGUAGES

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- English , Hindi , Malayalam, Tamil

## PERSONAL DETAILS

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- Date of Birth : 31st May 1983
- Marital Status : Married -3 Dependents
- Nationality : Indian
- Passport : V2395367 Expiry Date:29 Aug 2031

## VISA STATUS

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- Employment Visa