

# ANAND JOSE

Master of Commerce



DOB-16/10/1995

To build a career in the finance field, enhance my skills, and learn new finance terms for the growth of the organisation as well as my own growth.



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Al Karama, Dubai, UAE

Passport Number :T6690864  
( 28-06- 2019 to 27-06-2029)

## LANGUAGE

- English
- Malayalam
- Hindi

## HOBBIES

- ✓ Travelling
- ✓ Listening Music
- ✓ Watching Movies
- ✓ Driving

## SKILLS SUMMARY

- TALLY
- MS OFFICE WORD
- EXCEL & POWER POINT
- COMMUNICATION & PRESENTATION SKILLS

## EXPERIENCE

### Accountant

- Sandhya Caters : 05-06-2022 to 30-11-2023
- Moozhayil Jewellery: 1-06-2019 to 31-05-2022
- Moozhayil Jewellery: 1-11-2016 to 31-10-2017
- Recording, Book keeping and Maintenance of Accounting system
- Generate sales bills and Delivery Chelan, GST filing
- Bank reconciliation statements, Invoice keeping, reporting all findings to the management, Verify the bills and accuracy of reports.
- Review and update technical documents
- File documents in physical and digital records.
- Updating financial records in an organized & systematic manner on monthly basis.
- Manage accounts payable & receivable.
- Prepare financial statements & reports.
- Support month – end and year -end close process.
- Collaborate with team members.

## EDUCATION

### MASTER DEGREE (2017-2019)

M. Com : Finance and Taxation M C Varghese College of Arts & Science, Ettumanoor

### BACHELOR DEGREE (2013-2016)

B.Com: Finance and Taxation Al-Azhar College of Arts & Science, Thodupuzha

### HIGHER SECONDARY (2011-2013)

Cooperative College Thodupuzha

### S S L C (2011)

St. Michael HSS, Pravithanam

