

ANAS ABDULLA

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OBJECTIVE

Seeking an assistant **Accountant position /sales executive**

PROFESSIONAL EXPERIENCE

Employer. : AL MADINA HYPER MARKET CENTRAL SHARJAH (feb 2021 to 2023)

Position. : junior Accountant

- Making LPO of warehouse purchase
- Monitoring Inventory of all outlet
- Preparing & Booking outlet expenses
- Preparing salary WPS
- Allocating Daily petty
- VAT closing *uae law*

Employer : Aami Wedding Center - Kannur, Kerala (July 2019 to 2021)

Position : Accountant

Duties & Responsibilities:

- prepared journal entries and reconciled general ledgers ,prepared monthly financial statements.
- checking bank statement , bank transfer RTGS, NEFT
- prepare annual month tax and laws, submit to tax offices

EDUCATIONAL QUALIFICATIONS

BBA (Bachelor of Business Administration) - Pursuing
from **Annamalai university** (Distance Education)

DPA (Diploma in Professional Accounting) - 2018 – 2019
from **C-Dot Computer Education – Kannur**
Well versed in Tally, Peachtree, Manual Accounting Taxing Laws, MS office

Thahfeelul Quran - 2013 From **Darul Hasanath Hifz al Quran College – Kannur**

PERSONAL PROFILE

- **Birth Date : 01 March 2001.**
- **Religion. : Islam.**
- **Languages : English , Hindi , Arabic.**

Nationality. : Indian
Driving license : UAE manual No: 860076
Till 14:10:2024