



Mohammed Anis pk

Administration & Assistant Accountant

+971547375012

mohammedanis177@gmail.com

Dubai, United Arab Emirates

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills

Work Experience

Administration & Assistant Accountant

2019 -2023

SAUDI BAYPOINT CONTRACTING COMPANY,JUBAIL,SAUDI ARABIA

- Prepared financial reports and assisted with budgeting and forecasting
- Managed accounts payable and accounts receivable functions
- Supported the administration department in various tasks.
- Prepared and processed invoices, purchase orders, and expense reports.
- Conducted bank reconciliations and monitored cash flow..
- Manage Payroll Sheets
- Handled general administrative tasks such as filing, email correspondence, and phone calls.
- Contributed to improving efficiency and effectiveness in the accounting and administrative functions

Junior Accountant

2017-2018

LIKE HOME GALLERY,THALASSERY,KERALA

- Strong attention to detail and accuracy in financial record-keeping.
- Knowledge of basic accounting principles and financial concepts.
- Excellent organizational and time-management skills.
- Effective communication skills, both written and verbal.
- Analytical and problem-solving abilities.
- Managing petty cash and expense reimbursements.
- Processing invoices and expense reports.

Accountant Trainee

2015 - 2016

AYYAR & CHERIAN, CHARTERED ACCOUNTANTS THALASSERY,KERALA

- Assist senior accountants and financial analysts in preparing financial reports and statements.
- Participate in the preparation of budgets, forecasts, and financial plans.
- Compile and organize financial data and documents for analysis.
- Learn and use accounting software and tools for data entry and analysis.
- Help with the preparation and filing of tax returns and other compliance documents.
- Collaborate with team members to ensure accurate and timely financial reporting.
- Assist in reconciling bank statements and financial transactions.

Education

Bachelor Of Commerce

2013-2016

University Of Calicut ,Kerala,India

Bachelor of Commerce in Accounting and Finance.

12th Grade

2011-2013

Rani Public School,Vadakara,Kerala,India

Commerce Specialized In Finance

Expertise

Tally



Microsoft Excel



Microsoft Word



SAP



Plumcot ERP



Invoicing and Collections



Certifications

- The Fundamentals of Digital Marketing Google Digital Garage – March-2022
- Computerised Financial Accounting (TALLY) November 2016
- CEA-S (Certified ERP Accountant-SAP) September-2016
- Microsoft Excel – September 2016

Languages Known

English	<div><div></div></div>	Arabic	<div><div></div></div>
Hindi	<div><div></div></div>	Malayalam	<div><div></div></div>

Additional Information

- Date of Birth : 31-10-1995
- Gender: Male
- Marital Status:Single
- Nationality: Indian
- Driving License: Saudi Arabia,India
- Passport Number: W5492240
- Visa Status: Visit Visa (Valid until November 12th 2023)