



MOHAMMED ANAS M

Dubai

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Dedicated and detail-focused Accountant with 4 years of experience in financial accounting, accounts payable, and accounts receivable. Proficient in accounting software, including Microsoft, Tally ERP, SAP Material Management, and possessing excellent analytical and problem-solving skills.

Professional Experience

Location Multi Cuisine Restaurant, Kanyakumari, Tamil Nadu

07/21 - 09/24

Accountant

- Processing Invoices and Payments: Process invoices and payments, including verifying invoices, processing payments, and updating records.
- Assisting with Account Reconciliations: Assist with account reconciliations, including preparing reconciliation statements and investigating discrepancies.
- Filing and Storing Financial Documents: File and store financial documents, such as invoices, receipts, and bank statements.
- Maintaining Petty Cash Records: Maintain accurate and up-to-date records of petty cash transactions, including receipts, payments, and reconciliations.
- Accounts Payable Management: Manage accounts payable, including processing and verifying vendor invoices.
- Accounts Receivable Management: Manage accounts receivable, including processing and sending invoices, SOA to customers.
- Financial Statement Preparation: Prepare financial statements, such as balance sheets and income statements.

Gitpac Consultancy Services, Trivandrum, Kerala, India

01/20 - 02/21

Accounts Executive

- Preparing and processing invoices, payments, and journals
- Maintaining and updating accounting software and systems
- Reconciling accounts and resolving discrepancies
- Managing and maintaining accurate financial records and accounts
- Preparing and reviewing financial statements, reports, and forecasts
- Assisting with data entry and other administrative tasks

Education

Christ College, Vizhinjam

06/15 - 05/18

Bachelor of commerce in tax procedure and practices - 49%

VPS HSS For Boys, Venganoor

06/13 - 04/15

12th - 79.8%

Projects

A Study On Job Satisfaction Of The Employees In KSRTC

01/18

- To investigate the level of job satisfaction among KSRTC employees and identify the factors influencing.

Personal Strength

- Time management
- Decision making
- Dedication
- Honesty
- Self-motivated
- Leadership

Course

- Master In International Financial Accounting
- SAP Material Management

Key Skills

- General ledger
- Financial reporting
- GAAP accounting principles
- Accounts payable
- Accounts receivable
- Tax compliance
- Bookkeeping
- Inventory Management
- Documentation
- Database management
- Scheduling and organizing
- Microsoft office
- Adobe Photoshop
- SAP Material Management

Interests

- Volunteer work
- Social activities
- Traveling
- Reading
- Blog writing

References

Arshad Ahmad - MD, Location Multicuicine Restaurant
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Naveen - Team Leader, Gitpac Consultancy
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