



MOHAMMED ANIS PK

SALES/ADMINISTRATION/
ASSISTANT ACCOUNTANT

CAREER SUMMARY

Results-driven Administration and Accountancy Professional with extensive experience in managing financial operations, ensuring compliance, and optimizing administrative processes, seeking to transition into Sales, Sales Coordinator, or Operations roles. Demonstrated expertise in budgeting, financial reporting, and accounts reconciliation, alongside strong proficiency in office management and team collaboration. Skilled in communication and relationship management, with a proven track record of delivering exceptional service and fostering positive working environments. Committed to continuous improvement and eager to leverage analytical and operational skills to drive sales performance and support organizational success.

PERSONAL DETAILS

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In linkedin.com/in/mohammed-anis-pk

Address Dubai, United Arab Emirates
Nationality Indian
D.O.B 31-10-1995
Gender Male
Marital Status Single
Driving License UAE
License No 1196852
Passport No W5492240
Visa Status Employment Visa

ACADEMIC CREDENTIALS

2016 **BACHELOR OF COMMERCE**
University Of Calicut, Kerala,
India
2013 **12TH GRADE**
Rani Public School, Vadakara,
Kerala, India

KEY SKILLS

- ❖ Office Management
- ❖ Customer Service
- ❖ Team Management
- ❖ Administrative Support
- ❖ Communication Skills
- ❖ Reconciliation
- ❖ CRM
- ❖ File Organization
- ❖ Communication
- ❖ Target Achievement
- ❖ Vendor Management
- ❖ Analytical skill

EXPERIENCE

ACCOUNTING CLERK | Feb 2024 – PRESENT

SHOROQ AL SHAMS TRADING LLC, DUBAI, UNITED ARAB EMIRATES

KEY RESPONSIBILITIES

- Processed and recorded financial transactions accurately and in a timely manner.
- Assisted in the preparation of financial reports, including balance sheets and income statements.
- Managed accounts payable and receivable, ensuring timely payment and collections.
- Maintained up-to-date financial records and documentation.
- Supported monthly reconciliation of bank statements and general ledger accounts.
- Assisted in the preparation of budgets and forecasts, monitoring variances.
- Ensured compliance with company policies and relevant financial regulations.
- Collaborated with other departments to support financial operations and reporting.
- Responded to inquiries from vendors, clients, and internal staff regarding financial matters.

SALES COORDINATOR | July 2023 – Jan 2024

MAHDI ABDULLAH TRADING ESTABLISHMENT, JUBAIL SAUDI ARABIA

KEY RESPONSIBILITIES

- Handling sales orders, ensuring accuracy and timely processing.
- Assisting the sales team with proposals, contracts, presentations, and documentation.
- Managing customer information in the CRM system and ensuring data accuracy.
- Assisting with sales forecasts and tracking sales team performance against targets.
- Monitoring stock levels and coordinating with warehouse and procurement teams to avoid stock shortages.
- Maintaining relationships with key clients to foster loyalty.
- Supporting the sales team in planning and executing promotional campaigns and events.

ADMINISTRATION & ASSISTANT ACCOUNTANT | Jan 2019 – June 2023

SAUDI BAYPOINT CONTRACTING COMPANY, JUBAIL, SAUDI ARABIA

KEY RESPONSIBILITIES

- Provided comprehensive administrative support to ensure smooth office operations.
- Managed accounts payable and receivable, ensuring accurate and timely processing of transactions.
- Assisted in the preparation of monthly financial statements and reports for management review.

COMPUTER SKILLS

- Tally
- SAP
- Microsoft Excel
- Plumcot ERP
- Microsoft Word

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Arabic

- Implemented and maintained filing systems for both physical and electronic documents.
- Supported budgeting and forecasting processes by providing necessary data and analysis.
- Responded to inquiries from clients and vendors, maintaining strong professional relationships.
- Coordinated with various departments to facilitate effective communication and collaboration.

JUNIOR ACCOUNTANT | Aug 2017 – Dec 2018

LIKE HOME GALLERY, THALASSERY, KERALA

KEY RESPONSIBILITIES

- Assisted in managing daily accounting functions, including bookkeeping and data entry.
- Processed invoices, receipts, and payments, ensuring accuracy and timeliness.
- Maintained accurate financial records and documentation in compliance with regulations.
- Assisted in preparing monthly financial statements and reports for management.
- Supported the reconciliation of bank statements and general ledger accounts.
- Monitored accounts receivable and payable, following up on outstanding payments.
- Contributed to the preparation of budgets and financial forecasts.
- Provided support during audits by preparing necessary documentation and reports.
- Responded to inquiries from customers and vendors regarding billing and payment issues.

ACCOUNTANT TRAINEE | Dec 2015 Nov 2016

AYYAR & CHERIAN, CHARTERED ACCOUNTANTS THALASSERY, KERALA

KEY RESPONSIBILITIES

- Assisted in the preparation and analysis of financial statements and reports.
- Supported the audit process by gathering and organizing financial documentation.
- Conducted bank reconciliations and maintained accurate ledger entries.
- Participated in tax preparation and compliance activities under the supervision of senior accountants.
- Assisted clients with bookkeeping and accounting inquiries, providing exceptional customer service.

CERTIFICATIONS

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

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge.

MOHAMMED ANIS PK