



MUHAMMED ANAS MK

Accounting Associate

Seeking a challenging and responsible position where opportunities exist innovations, knowledge enhancement and professional growth.



anasmk2107@gmail.com



0566152557



Karama, UAE

SKILLS

Tally ERP 9

MS OFFICE

Communication Skills

Organization and
attention to detail

Analytical and problem
solving

Time Management

Active Learning

LANGUAGES

ENGLISH

Full Professional Proficiency

MALAYALAM

Native or Bilingual Proficiency

TAMIL

Professional Working Proficiency

INTERESTS

Football

Travelling

EDUCATION

BCOM Computer Application

Bharathiar University

06/2018 - 11/2021

CMA USA (Aspirant)

IAM Business School

10/2021 - 10/2022

Higher Secondary

MIM

06/2017 - 04/2018

WORK EXPERIENCE

Jr Accountant

Best Electronics and Home Appliances

04/2021 - 04/2022

Achievements/Tasks

- Data entry
- Maintain books of accounts

Jr Accountant

Mumbai Masti Restaurant and catering group

Achievements/Tasks

- Data entry
- Maintain books of accounts
- performing general office duties: Filling, Scanning, Mailing, Processing, Closing entries and finalization of accounts.
- Managing petty cash transaction Banking, Processing bank deposits and associated finance entries
- Assigning entries proper accounts
- Manage day-to-day operations and activities and financial statement reports

CERTIFICATES

Tally ERP (11/2020 - 01/2021)

ADVANCED EXCEL (11/2022 - 01/2023)

DUTIES AND RESPONSIBILITY

Keeping account books up to date

Maintaining accounts receivables and payables

Assisting to process for staff payrolls

Date gathering

Preparing accounts and tax return

Receiving and storing invoices