



MUHAMMED ANEES PK

Accountant and Administration

Accountant with 2 years of experience. My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization

Contact



+971568423352



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Muwailah comemercial ,sharja
UAE

Education

● Bachelor of degree

University of calicut
2019-2021

● Diploma in Corporate Account and Taxetion

Kochi

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Experience

● Accountant and Administration

Bathtek sanitaryware llp

July 2021-Aug2023

Duties and Responsibilities

Manage all accounting transaction B2B bills
Reconcile accounts payables and receivables (bank and Cash
Manage balance sheets and profit/loss statements
Purchase entry and sales entry and make new purchase
Order and stock maneging

● Sales Executives

Punathil marketing

Part time

Billing and Send invoices and account updates to clients
explain the product details for customers

Language

English



Arabic



Hindi



software skills

Tally Erp 9 -Fluent
Ms office word Excel-
Intermediate
SAP MM-Bigner

Peach tree - intermediate
quick book -intermediate
SAP FICO-bigner