



# ANSAR K

ACCOUNTANT

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ansarmanz9@gmail.com

Deira, Dubai

## EDUCATION

Bachelor of commerce

KANNUR UNIVERSITY  
2015-2018

Plus-Two

Board of secondary examination  
2013-2015

## SKILLS

- Tally Prime
- Microsoft Excel
- SAP FICO
- General Ledger
- Customer Relation
- Accounts Receivables & Payables
- Payment Processing
- Strong Analytical Skill
- Invoicing
- Book keeping

## LANGUAGES

- English
- Hindi
- Tamil

## ABOUT ME

Dedicated and detail-oriented accountant with 2 years of experience in financial management, budgeting, and analysis. Adept at implementing robust accounting practices to ensure accuracy and compliance with regulatory standards. Proven track record of optimizing financial processes, reducing costs, and enhancing overall efficiency. Strong analytical skills coupled with excellent problem-solving abilities..

## WORK EXPERIENCE

ACCOUNTANT

AAN MOTORS SUZUKI , KANNUR

2022 - 2023

- Accurately performed daily cash functions
- Sale invoicing & Purchase invoice entry
- Monitor the petty cash payments
- Accounts Payable & Receivable tracking
- Follow up with the insurance companies for due receivables
- Monitor the petty cash payment
- Bank reconciliation
- Managing daily bookkeeping functions
- Monitoring monthly sales and preparation of commission
- Preparation of all types of ledgers
- Rent expenses and prepayment calculation on monthly basis

SERVICE ADVISOR

HITECH MOTORS (TVS MOTOR COMPANY)

2019 - 2020

- Coordinates between customers and automotive technicians
- Assessing and diagnosing vehicle problems through discussions with customers
- providing customers with accurate cost estimates for repairs and maintenance service
- Scheduling appointments for vehicle repairs on customer preference
- Recommending additional services or products that may benefits the customers vehicle

## REFERENCES

Jamshad KN

Service Manager

Phone : 971 549961633

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HAFIDH

General Manager (Hi-Tech motors)

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