



H.MUHAMMED ANFAS

Professional Profile

Diligent accountant cum admin with expertise in financial management and administrative tasks. Proven record in maintaining accurate financial records and optimizing office efficiency. Seeking a role to contribute strong organizational and financial skills.

Experience

2022 - 2023

SOFTEN TECHNOLOGIES, ERNAKULAM

Accountant Trainee/Admin

- Recording daily financial transactions, including income and expenses, acknowledging receipt of payments, processing vendor payments, and conducting bank reconciliation.
- Effectively oversaw the petty cash flow, diligently documenting all monetary transactions for accurate record-keeping.
- Established and upheld a structured filing system for both paper and electronic documents, ensuring efficient organization and easy retrieval.
- Handling customer calls, addressing emails, and engaging with clients to ensure seamless communication. Providing responsive and efficient customer interactions.
- Coordinating internal communications to ensure smooth information flow within the organization. Playing a pivotal role in facilitating effective communication among team members.

Education

Recipient of the Professional Diploma in Financial Accounting certification.

Bachelor of Commerce-Co-Operation

Kerala University, Kerala, India

(2019-2021) - 60%

Higher Secondary Education-12th

Central Board of Secondary Education

(2018-2019) - 62%

Secondary Education - 10 th

Central Board of Secondary Education

(2017-2018) - 78%

Contact

Phone

+971 569334239

Email

muhammadanfas2001@gmail.com

Address

Dubai, Deira

Nationality

Indian

Date Of Birth

21-05-2001

Visa Status

Visit Visa

Passport Number

V3043460

Marital Status

Single

Expertise

- GST
- TALLY PRIME 2.0
- VAT
- MS OFFICE (EXCEL, WORD & POWER POINT)
- VERBAL AND WRITTEN COMMUNICATION

Language

English

Malayalam

Tamil

Hindi