



+971 50 543 4266
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Abu Dhabi, UAE

TECHNICAL SKILLS

- MS Office
- Tally
- ERP
- SAP

SKILLS & COMPETENCIES

- UAE Vat
- Microsoft Excel
- Tally
- Team Handling
- Quick Books

PERSONAL DETAILS

Nationality : Indian
Gender: Male
Birth Date : 19/04/1994
Marital Status : Single
Passport : M3874990
Visa Status: Visiting
Languages : English, Hindi, Malayalam, Tamil

ANOOP KUMAR

To work in an extremely challenging environment where I can fully utilize my theoretical skills, efficiency and responsibility, facilitating growth of the organization and to grow with it, and want to live simple & healthy life with my family.



WORK EXPERIENCE

Accountant & Admin: -Viewpoint Graphics Designs L.L.C. Abu Dhabi

November
2022 –
September 5,
2023

- Manage all accounting transactions
- Supplier account reconciliation
- Prepare bank reconciliation statement on monthly and daily basis
- Handle daily, monthly, quarterly and annual closings & reporting
- Petty cash management and prepare customer invoice Customer follow-up for payment process
- Cash handling and billing
- Stock transfer and Stock valuation
- Manage balance sheets and profit / loss statements Report on the company's financial health and liquidity
- Distribute incoming and outgoing mail.
- Maintain a filing system for data on customers and external partners.
- Keep employee records (physical and digital)
- Submit expense reports.
- Maintain internal databases.
- Order office stationery and supplies.
- Book meetings and schedule events.

Cashier & Accountant : Oxygen Digital, Kerala, India

June 2019–
August
2022

- Manage all accounting transactions
- Supplier account reconciliation
- Prepare bank reconciliation statement on monthly and daily basis
- Handle daily, monthly, quarterly and annual closings & reporting
- Petty cash management and prepare customer invoice
- Customer follow-up for payment process
- Reconcile accounts payable and receivable
- Manage balance sheets and profit / loss statements
- Report on the company's financial health and liquidity
- Cash handling and billing
- Stock transfer and Stock valuation

Cashier & Billing: - Accounts Service Society, Ernakulam, Kerala, India

March 2017–
June 2019

- Excellent knowledge of accounting regulations and procedures.
- Hands-on experience with accounting software like QuickBooks
- Advanced M S Excel skills including lookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

○ **Marketing Executive: Indusind Bank Pvt Ltd**

October 2016–
February 2017

- Handling two-wheeler finance and refinance
Collecting loan dues
- Filing & distributing finance amount
- Credit verification



EDUCATION

- **B. Com:** Nampoothirys College (2011-2014)
- **Plus Two:** SVGV HSS Kidangannoor (2009-2011)

DECLARATION

I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

DATE:

PLACE:

ANOOP KUMAR