



ANEES KC

Accountant cum Admin

An enterprising young man seeking a responsible and challenging position in a reputed organization where my experience will be of value, so as to gather more knowledge and offer opportunities for personal & professional growth.

PROFESSIONAL EXPERIENCE

MAYOORI FURNITURE AND ELECTRONICS, HOME APPLIANCES

Accountant cum Admin, Apr 2018-Mar 2021

- Complete Computerized Accounting System of the Organization.
- Oversee and review all accounts receivable payables and cash department.
- Generate bi-monthly and monthly financial status statements prepared.
- Carried out data entry, bookkeeping, daily billings, invoicing, and inventory control
- Overall authority for the financial operation of the organization on Computerized Accounting and Administration.
- Supervised accounting staff with direct oversight of all accounting, & banking activities.
- Expertise in E-way bill system and Maintenance of day book and ledgers.
- Handing over salaries to workers and employees.
- Attendance and departure of workers and employees.

SYNCHRO SERVE NILAMBUR [LCC]

Banking and Accounting, feb 2018-Apr 2018

- Certified that Direct Candidate Assessment Under DDU-GKY.
- Name of testing Centre Synchro Serve Nilambur.
- Assessment conducted by Smart Skill Trust.
- Is hereby awarded this certificate
Competencies Acquired perform accounting operations in an IT enabled Office independently.

EDUCATION

BCA Computer Application

University of Calicut, Kerala, India, 2016

HSE Commerce and IT

Board of Higher Secondary School, Kerala, India, 2013

SSLC General

Kerala Board of Education, Kerala, India, 2011

CONTACT

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Dubai, UAE

Visa Status : Visit Visa
Visa Expiry : 16/01/2022

ADDITIONAL SKILLS

Analytical Thinking
Problem Solving
Tolerant & Flexible
Organization
Problem Solving
Team Leadership
Strong Communication

TECHNICAL SKILLS

Software Installation
Hardware Basic
Tally ERP 9
MS Office [word, excel, power point]

PERSONAL DETAILS

Date of Birth

10th January 1996

Marital Status

Bachelor

Nationality

Indian

Passport Number

R 2 2 7 3 7 0 8

Language

English, Malayalam, Hindi, Tamil

Areas of interest's

*Accounting, Document controller,
Store keeping, Technical support*