



# ANAS NK

## CONTACT



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Sharjah - UAE

**Driving License :**  
**Valid UAE Driving License**

## EDUCATION

**2013 - 2016**

**BACHELOR OF COMMERCE**

University of Calicut

**2016 - 2017**

**DIPLOMA IN INDIAN & FOREIGN  
ACCOUNTING**

## EXPERTISE

- Tally
- Zohobooks
- Quick Books
- Peach Tree
- Microsoft Office
- Arabic Typing

## PROFILE INFO

A professional, resourceful and dedicated candidate with 3+ years of work experience in complete sales, marketing, accounting, treasury, managing team, audit support, reconciliation, accounts payables and receivables. Strong analytical skills and a serious work ethic bringing forth excellent organizational abilities, multitasking skills and the drive to conquer goals. Adept at working well with others and committing myself as a positive team player.

## WORK EXPERIENCE

**SALES COORDINATOR**

**DEC 2021 - PRESENT**

**POPULAR AUTO PARTS – ABU DHABI**

- Selling local products to corporate accounts and SMEs.
- Prospecting potential corporate accounts using different databases, directories, and door-to door activities -
- Calling prospects and setting appointments for visits.
- Continuously generating prospect customers and referrals from every visit.
- Selling products using face-to-face techniques.
- Ensuring the delivery of all necessary documents.
- Achieving the given annual targets.
- Filling in daily reports and submitting them to the direct manager as required.
- Effective time management of reporting and office work activities.
- Operating with the highest standards of personal integrity at all times

**ACCOUNTANT (Tax Practitioner)**

**NOV 2018- DEC 2019**

**JOY ASSOCIATES - INDIA**

- Register all tax types.
- Prepare and file tax returns for individuals as well as all types of businesses.
- Prepare and file employee returns.
- Prepare and file VAT returns.

## SKILLS

- Communication
- Time Management and Planning
- Presentation Skills
- Active Listening
- Business Acumen

## AREAS OF STRENGTH

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- Good communication and interpersonal skills.
- Creative Thinking and Dedicated.
- Efficient to task risk.
- Time management skills.

## PERSONAL DETAILS

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Date of Birth : 13/10/1995  
Nationality : Indian  
Marital Status : Single  
Address : Abu Dhabi, UAE

## PASSPORT DETAILS

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Passport No : L8124318  
Date of Issue : 27/03/2014  
Date of Expiry : 26/03/2024  
Place of Issue : Cochin

## LANGUAGE

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Malayalam : Native language  
English : Fluent ( Reading, Writing, Speaking ) Hindi  
: Fluent ( Speaking, Writing, Reading ) Arabic :  
Fluent ( Reading, Writing )

## DECLARATION

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I hereby declare that all the above furnished details are correct to the best of my knowledge.

PLACE :

**ANAS N K**

DATE :