

ANEESH



ACCOUNTANT

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PERSONAL

INFORMATION:

Passport No : J9207521

Nationality : Indian

Date of Birth : 16-12-1989

Driving License No: 891259090
(Bahrain)

Gender : Male

Marital Status : Married

Languages:

English /Hindi /Malayalam

PERSONEL SUMMARY:

Accounting professional who has a history of providing consistent leadership in the financial areas of any business. Accounting professional and Administrative Co-ordinator with more than seven years of work experience in Food & manufacturing company, Printing Press, Kerala Lottery, Construction and maintenance organizations across Kingdom of Bahrain and India. As an all-rounder I have considerable experience of cash-flow statements, income statements, balance sheets, budget reports, cost analysis and capital equipment analysis. Currently working as an Accountant and Project Co-Ordinator at Diamond Wings W.L.L – Bahrain.

CAREER HISTORY:

ACCOUNTANT: present

Employers name: Diamond Wings W.L.L – Bahrain.

Responsible for performing a full range of accounting activities, in particular financial budgeting, accounting, analysis reporting and project coordinating.

Duties & Responsibilities;

- Preparing monthly financial statements.
- Writing up accurate and timely financial reports.
- Preparing vouchers with documentation for all transactions.
- Assisting in annual and monthly budget preparations.
- Working with tax accountant and filing tax returns in timely.
- Carrying out any other administrative and operational duties as required.
- Identifying and recording incoming electronic payments.
- Bank Reconciliation on a monthly basis.
- Investigating and correction of any accounting discrepancies.
- Reporting on any outstanding invoices.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals.
- Counting and balancing petty cash at the end of each month.
- Ensuring that controls are in place to maintain the confidentiality of all financial information.
- Assisting with the hiring, training, and development of staff.

KEY SKILLS AND COMPETENCIES

Accounting

- Can quickly understand and evaluate complex information.
- Able to connect with customers to build loyalty.
- Proficiency with MS Office suite, especially in Excel.
- Accurate and precise math skills.
- Highest standards of accounting accuracy and precision.
- Familiar with a wide range of accounting software.

Personal

- Thinking creatively to solve complex problems.
- Able to handle multiple tasks, work quickly and well under pressure.
- Willing to assume responsibility for decisions.
- Strong work ethic.
- A proven high performer and quick learner.

EDUCATIONAL QUALIFICATION

- **Master of Business Administration.** Specialized in HR and Finance *University – M.G. University, Kottayam, Kerala, India*
- **Bachelor of Business Administration.** *University – M.G University, Kottayam, Kerala, India*
- **12th VHSE** (Office Secretaryship)
- **10th SSLC** *Passed 2005 (Board of Public Education Kerala, India)*

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Tally ERP 9
- Adobe PageMaker and Photoshop

AREAS OF EXPERTISE

Payroll accounting
Accounts payable /Receivable
Financial management
Business processes

PROFESSIONAL EXPERIENCE

- **SB PRESS TRIVANDRUM**
Accountant (01-03-2013 to 31-08-2013)
- **DAILY MADE ALIMENTS PVT LTD. TRIVANDRUM**
Accountant (16-04-2014 to 31-01-2015)
- **BHAGAVATHI ASSOCIATES ATTINGAL**
Branch Manager (20-11-2015 to 30-04-2018)

AWARDS & ACHIEVEMENTS

- I have done a project report that named, "A Study on Consumer behaviour of Milcream products with special reference to TVM Dist." (BBA)
- I have done an organizational study at Trivandrum Spinning Mills Ltd. (MBA)
- I have done a project report that named A Study on Performance Appraisal System in HLL Life-care Limited Peroorkada Trivandrum (MBA)

DECLARATION

I hereby declare that the above-mentioned details are true up to my knowledge, if you will give a chance, I will prove my ability, sincere & hard work.

Thanks & Regards.

Place: Gudaibiyah

Date.

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