

PERSONAL INFORMATION

Name **Anish Jacob Mathews**

Mobile phone +973-39787232

E-mail anishmathews0810@gmail.com

Nationality Indian

Date of birth 08th October 1990

Languages known English, Hindi, Malayalam, Tamil



CAREER OBJECTIVE

Being an ambitious, self-motivated, hardworking and confident individual, I seek to work in a professional, growth and service -oriented environment.

EDUCATION & TRAINING

Dates (from – to) **Master of Business Administration**

Name of institution providing Education & training **University of Madras, Chennai**

Principal subjects covered **Financial Management**

Dates (from – to) July 2010 – May 2013

Name of institution providing education & training **Hindustan College of Arts & Science**

Title of qualification awarded **Bachelor of Commerce – Bank Management**
& issuing authority **University of Madras, Chennai**

Principal subjects covered Banking Theory Law & Practice, International Economics, Principles of Management, Legal Systems In Business, Entrepreneurial Development, Company Law, Management Accounting, Marketing, Technology in Banking, Security Analysis & Portfolio Management.

Dates (from – to) April 2009 – January 2010

Name of institution providing education & training **The Indian School, Bahrain**

Title of qualification awarded **Senior School Certification**

Principal subjects covered Marketing

Dates (from – to) April 2007 – January 2008

Name of institution providing education & training **The Indian School, Bahrain**

Title of qualification awarded **Secondary School Certification**

EXTRA QUALIFICATION

Dates (from – to) January 2013 – March 2013

Title of qualification awarded **Tally Accounting Package – 9.0**

SOFTWARE PROFICIENCY

> Peachtree Accounting Software, Tally ERP 9, QuickBooks, Odoo, Zoho, Office 365.

WORK EXPERIENCE

Dates (from – to) February 2014 – February 2016

Name of employer **3 Cs W.L.L**

Type of Business Business Management Consultants.

Occupation Accountant & Administrator.

Activities & Responsibilities Finalization of Accounts, Invoicing, Handling and Preparing Quotations, Inventory Management, Online Banking, Management of Cash Inflow & Outflow, Email Correspondence, Monitoring Receivables & Payables, Governing GOSI, LMRA Issues of Clients.

Dates (from – to) February 2016 – June 2017.

Name of employer **AL Oala Information Technology W.L.L**

Type of Business Information, Communication and Technology Solutions.

Occupation Cost Accountant.

Activities & Responsibilities Planning, Studying and collecting data to determine costs of business projects, Financial Budgeting, Sales Budgeting, Quotations Preparing, Invoicing, Purchase Management, Mail Correspondence.

Dates (from – to) June 2017 – April 2019.

Name of employer **A.K. Almoayed Group.**

Type of Business Steel and Industrial Products, Real Estate, Logistics, Information And Technology Sector.

Occupation Accountant & Administrator.

Activities & Responsibilities Providing personal Financial Statements for Vice Chairman Accounts & Preparing Personalized Budget, Payroll Management, Bank Reconciliation for over 70 Accounts each month, Email Correspondence with Banks, Finalization of Accounts.

Dates (from – to) April 2019 – June 2020

Name of employer **Empower Business Solutions.**

Type of Business Outsourcing Accounting Services to clients

Occupation Accounting Associate

Activities & Responsibilities Providing Monthly Accounting Services to various types of Clients. Expense Management, Daily Sales Closing, Bank Accounts & Credit Card Accounts Reconciliation, Payroll Management, Assisting in Audit, Cost Budgeting.

SPECIAL INTERESTS & HOBBIES

Football Participated in the football tournament held at my college & Secured 1st position.

Swimming Participated in various competitions held at school.

Photography I am keen on taking photography as my leisure time activity.

Others Cycling, reading.