



ANEES V

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Professional Profile

A confident and multi - skilled person, who enjoys being part of, as well as leading a successful and productive team. Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. Able to work well on own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, possesses a strong ability to perform effectively.

Now looking for a new & challenging position, one which will make best use of my existing skills and experience & also further my development.

Career Summary

Summary

JAN-2019- OCT 2019

SYSKA ELECTRONICS (MOBILE ACCESSORIES)

WAREHOUSE ASSISTANT

- Pack, stock, organize and rearrange products in warehouse.
- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date
- Monitor and manage inventory control.
- Manage and handle shipping, loading and unloading of products.
- Operate forklifts and pallet jacks.
- Handle delicate and sensitive products with utmost care.

DEC 2017 – NOV 2018

NESTO SUPERMARKET, BAHRAIN

Salesman (FMCG)

Duties:

- Conducting Market research to identify selling possibilities and Evaluate Customer needs.
- Actively Seeking out new Sales opportunities through Cold Calling, networking and Social Media.
- Provide customers with information on daily deals and discounts
- Ensure the availability of Stocks for Sales.
- Maintain Supplier Relation for better pricing.
- Promoting new products and any special deals
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Accountant**Duties:**

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Update Financial data in database to ensure that information will be accurate and immediately available when needed.
- Report to management regarding the finances of establishment.
- Handle the refunds reissue of the tickets.
- Establish tables of accounts and assign entries to proper accounts.
- Prepare, examine or analyse accounting records, financial statements, or other financial reports accuracy, completeness and conformance to reporting and procedural Standards

TRAININGS ATTENDED AND CERTIFICATION

- Certified Professional in Indian & Foreign Accounting (CPIFA) from IPA Kerala (2016).
- MS Office- Microsoft Excel Global Certificate Holder (2016).
- Tally ERP 9.0, Peachtree Accounting Software.

Education**Bachelor's business administration 2013 - 2016**

Calicut university, INDIA

Higher Secondary (10+2)

Kerala Board of Secondary Education, INDIA

Skills

- Able to work independently with minimum supervision as well as a Team player
- Working knowledge of Tally ERP
- Able to work under pressure, work priority & time management.
- Good communication & Presentation skills.
- Good working knowledge of Excel, Word, PowerPoint.
- Fluent in English (speaking, reading & writing)

Personal Details

Nationality	India
Current Residence	Bahrain
Visa Status	Employment Visa
Driving Licence	Valid Bahrain License (950327972)
Passport Number	N4942855
Date of Birth	30 Mar 1995
Marital Status	Married
Health	Excellent; non-smoker
Languages	English, Hindi & Malayalam(fluent), Arabic (moderate)
Interests	Driving, Sports, and Photography

References Are Available On Request