

Curriculum Vitae

TANIA ANISH

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SUMMARY

- Results-oriented operational professional with 4 years of overall experience in Accounts and Office Operations.
- Strong sense of responsibility and highly organized with a positive attitude.
- Desire to learn new things, self-motivated, adaptable and reliable.
- Excellent communication skill.
- Proficient with Tally ERP9, Orion (Oracle Based Accounting Software), MS Word, Excel, PowerPoint.

EXPERIENCE

➤ **From December 2018 Al Kobaisi Group, Manama, Bahrain**

Working as **Divisional Accountant** with **Al Kobaisi Group, Manama, Bahrain.**
Reporting to **General Manager.**

- Record day to day Journal Entry transactions in books of account and handle month end closing for book of accounts (Tally ERP 9).
- VAT Return file preparation & submission.
- Correspondence and documentation with all local and foreign suppliers, Shipping agents and other authorities and payment processing.
- Time sheet preparation of all labors and report to head office.
- Inventory Management and Reports preparation.
- Raw Material and Production Costing.
- Prepares Payments by verifying documents and validate release of funds.

➤ **Since December 2014 to December,2017 Muthoot Capital Services Ltd, Ernakulam**

Worked with **Muthoot Capital Services Ltd, Ernakulam** as **Accounts Executive - Loans Disbursement Division** reporting to **Chief Finance Officer-All India**

- Record day to day Journal Entry transactions in books of account and prepare month end closing for book of accounts.

- Ensuring the timely disbursement of trade advance and accounting the same in Orion software (Oracle Based Accounting Software)
- To disburse the trade advance to respected dealers as per the approval and record journal entries the books of accounts.
- Cross check DD and Cheques are deposited with bank and ensuring the same credited to bank account. Intimate the concern for further processes and accounting the same.

➤ **Since February 2009 to October,2009 Muthoot Fincorp Ltd,Ernakulam**

Worked with **Muthoot Fincorp Ltd, Ernakulam**, As **Customer Service Executive**, was reporting to Branch Manager

Job Responsibilities: Part of Branch operations, Verifying the gold loans and disbursement the loan amount, Cross selling of loans and deposit schemes. Cash and bank operations

EDUCATIONAL QUALIFICATIONS

Post-Graduation: *Master in Commerce-Finance*

M.G University, Kottayam, India

Graduation: *Bachelor of Commerce*

Mahatma Gandhi University, Kottayam, India

PROFESSIONAL CERTIFICATES

Diploma in Computer Applications

Field of Study: Computer Science, Microsoft Office

Institute : Jubilee Computer Institute, Cochin

Diploma in Accounting Applications using Computers

Field of Study: Tally Accounting Software.

Institute : NIIT, Cochin

PERSONAL PARTICULARS

Date of Birth	: 24 January 1985
Marital Status	: Married
Nationality	: Indian
Visa Status	: Valid Employment Visa
Passport No	: P4079424, Valid till 08/09/2026.
CPR No.	: 851385702
Languages Known	: English, Hindi & Malayalam