



Mohammed Anis pk

Assistant Accountant

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Dubai, United Arab Emirates

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills

Work Experience

Assistant Accountant

2019 -2023

SAUDI BAYPOINT CONTRACTING COMPANY,JUBAIL,SAUDI ARABIA

The following duties are integral to our financial operations: creating tax invoices, reconciling cash and bank accounts, managing payroll sheets, assisting in generating monthly and quarterly income statements, balance sheets, and cash flow reports, accurately issuing invoices on time, and providing monthly expense variances and explanations. Additionally, it's crucial to prioritize and complete any urgent TO-DO-NOW tasks promptly.

Junior Accountant

2017-2018

LIKE HOME GALLERY,THALASSERY,KERALA

I compiled and analyzed financial data to generate entries for general ledger accounts. Additionally, I undertook a thorough review of business operations to ensure compliance with acceptable standards. My responsibilities also included the provision of journal entries and the application of accrual-based accounting. Leveraging my financial acumen, I implemented improved controls and transparency measures.

Accountant Trainee

2015 - 2016

AYYAR & CHERIAN, CHARTERED ACCOUNTANTS THALASSERY,KERALA

Responsibilities included engaging with clients to gather cost and budget information, overseeing the preparation and administration of accounts, and presenting financial reports for review and endorsement. Additionally, I consistently evaluated the status of accounts receivable and payable to ensure timely processing. Finally, I meticulously reviewed and authenticated appropriation, accounting, and financial data.

Education

Bachelor Of Commerce

2013-2016

University Of Calicut ,Kerala,India

Bachelor of Commerce in Accounting and Finance.

12th Grade

2011-2013

Rani Public School,Vadakara,Kerala,India

Commerce Specialized In Finance

Expertise

Tally



Microsoft Excel



Microsoft Word



SAP



Plumcot ERP



Invoicing and Collections



Certifications

The Fundamentals of Digital Marketing Google Digital Garage – March-2022

Computerised Financial Accounting (TALLY) November 2016

CEA-S (Certified ERP Accountant-SAP) September-2016

Microsoft Excel – September 2016

Languages Known

English 

Hindi 

Arabic 

Malayalam 

Additional Information

- Date of Birth : 31-10-1995
- Gender: Male
- Marital Status:Single
- Nationality: Indian
- Driving License: Saudi Arabia,India
- Passport Number: W5492240
- Visa Status: Visit Visa(Valid until November 12th 2023)