



MOHAMMED ANAS M

Jisthi Manzil, Harbour Road, Vizhinjam P.O, Trivandram, kerala
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CAREER OBJECTIVE

To secure a responsible career opportunity to utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

GITPAC CONSULTANCY SERVICES

22/01/2020 - Present

Accounts Executive
Supporting the senior/managing accountant and wider finance team on various accounting projects.
Performing reconciliations of accounts.
Processing payments and invoices accurately.

I-PROCESS SERVICE (I) pvt.ltd.

21/05/2019 - 21/01/2020

Sales executive
Conducting market research to identify selling possibilities and evaluate customer needs
Setting up meetings with potential clients and listening to their wishes and concerns
Prepare and deliver appropriate presentations on products and services
Collaborate with team members to achieve better results
Gather feedback from customers or prospects and share with internal teams

AMINA ENTERPRISES

01/05/2018 - 28/02/2019

Assistant Accountant
Processing payments and invoices accurately.
Performing reconciliations of accounts.
Conducting daily banking activities.
Recording transactions such as income and outgoings, and posting them to various accounts.

EDUCATION

University of kerala

Bachelor of commerce in tax procedure and practices.
49%
2015 - 2018

VPS HSS For Boys, Venganoor

Plus two
79.8%
2013 - 2015

VPS HSS For Boys, Venganoor

SSLC
68%
2012 - 2013

TECHNICAL SKILLS	Operating System: Windows (XP,7,8,10) MS Office (2003,2007,2010,2016) Tally Adobe illustrator Inventory management softwares Editing & proofreading	
PROJECTS	Job satisfaction level of employee A study on the level of job satisfaction of employees in KSRTC, Vizhinjam Depot.	<i>1 month</i>
INTERESTS	Volunteer work Social activities Traveling Reading Blog writing	
PERSONAL STRENGTHS	Leadership, Communication, Teamwork, Quick learner, Customer service, Computer skills.	
PERSONAL PROFILE	Date of Birth : 28/10/1996 Marital Status : Single Nationality : Indian Known Languages : English & Arabic (learning) Hobby : Video games, Traveling, Reading. Passport number : T9923770 Date of issue : 20/11/2019 Date of expiry : 19/11/2029 Place of issue : Trivandrum	
DECLARATION	I solemnly declare that the above mentioned information is correct to the best of my knowledge and belief.	