



Anshad Latheef,

Admin & Accounts

| **Mobile:** +971 586213327 | **Email:** anshu9847@gmail.com

Profile Summary

Dedicated and results-driven Administrative and Accountant Professional with over 3 years of UAE and 3 years of GCC experience in managing administrative tasks and financial operations. Proven expertise in streamlining organizational processes, ensuring financial compliance, and fostering operational efficiency. Possess strong analytical skills and a meticulous attention to detail, ensuring accuracy in financial records and reports.

Key Skills

- Administrator
- Bookkeeping
- Tally
- Reporting
- Communication
- Problem-Solving
- Multitasking

ACADEMIC QUALIFICATIONS

Bachelor's Degree in Commerce

UNIVERSITY OF KERALA

HIGHER SECONDARY EXAMINATION

HIGHER SECONDARY EDUCATIONAL BOARD

SECONDARY SCHOOL LEAVING CERTIFICATE

STATE COUNCIL OF EDUCATION AND RESERCH AND TRAINING

WORK EXPERIENCE

A4M INSURANCE BROKERS, KARAMA, DUBAI

Worked as office Admin cum Sales

Key Responsibilities

- Identify and target potential Clients through phone calls and takes appointment for meeting
- Present and explain insurance products to clients, highlighting key features and benefits
- Maintain office administrations, client's interactions and follow up activities for Sales

CONTACT

Mob: +971 586213327

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VISA STATUS

VISIT VISA

PERSONAL DETAILS

Date of Birth : 25/03/1990

Nationality : Indian

Passport no : U9882448

LANGUAGES

English

Hindi

Malayalam

Tamil

ABILITIES

Ability to visually interpret other people's ideas.

Ability to work quickly and to respond to any required changes.

Always willing to learn new skills.

SOFTWARE SKILLS

Tally ERP
Peachtree
Microsoft Office

EMIRATES REALTY, BUSINESS BAY, DUBAI

Worked as Admin cum Accounts Assistant

- Collection and deposit of cheques from tenants
- Handling petty cash account
- Maintain and keep all documents properly of each tenants
- Co- ordinate with building in charge and Sort out the technical issues of each buildings

VISUALIZE EVENTS, SZR, DUBAI

Worked as Accounts Assistant

- Make Quote and invoices to the clients as per the Contracts and Delivery all necessary items to the event site
- Handling office tasks, such as Petty Cash, Filing, generating Reports and Presentations, and setting up for events
- Sorting bills, Invoices and filing at the time of events
- Data entry in Tally

SCOPE LABS AND STUDIOS, MANAMA, BAHRAIN

Worked as Admin cum Accounts Assistant

- Collection of cash and cheques from each studio, and deposit into the bank account
- Data entry in tally ERP
- Handling petty cash
- Assist HR in personal related administration i.e., staff advances, overtime calculation, salary deductions and pay sliprelated clarifications etc
- Pay roll
- Keep tracking and record staff duty timings and day offs

CHOLAMANDALAM VEHICLE FINANCE

Worked as Office Admin and Sales

- consults with customers to guide them through the purchase of a vehicle
- explaining service policies provided by the manufacturer and the dealer
- Handling office tasks
- Build relationships with clients and communities

PROFESSIONAL QUALIFICATIONS

- **TALLY** - certified in Tally ERP
- **MICROSOFT** – Intermediate in Advanced MS EXCEL, WORD