



# ANSAF ANWAR

## ACCOUNTS EXECUTIVE

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### EDUCATION

**Bachelor of Commerce**  
UNIVERSITY OF CALICUT  
2018–2021

**Plus Two -Commerce**  
BOARD OF HIGHER SECONDARY  
EXAMINATION KERALA  
2015–2017

### EXPERTISE

- Tally ERP/Prime
- Microsoft Excel
- Microsoft Word
- Quick book
- Zoho Books
- Peachtree
- Microsoft Outlook
- Data Entry
- Document Filing

### LANGUAGE

- English –Intermediate
- Malayalam –Native
- Hindi – Basic
- Tamil – Speak
- Arabic –Read & Write

### REFERENCES

**Muhammed Rahees UK**  
General Manager -Cee yam Hospital  
Pvt Ltd

**Phone:** +91 9539644644

**Email:** Ceeyamhospital@gmail.com

### PROFILE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career. Motivated and reliable Accounts Assistant with hands-on experience in bookkeeping, invoice processing, and maintaining accurate financial records. Eager to contribute to a fast-paced accounting department by providing strong analytical and organizational skills.

### WORK EXPERIENCE

**Mountain Hills Services and Maintenance Company W.L.L-Bahrain** November 2024-Present

**Accountant Cum Administrator**

- Managed day-to-day accounting tasks including invoice processing, cash handling, and bank reconciliation.
- Maintained accurate records of financial transactions using accounting software. Managed supplier payments through cheque and cash, ensuring timely settlements.
- Prepared and submitted Expense Reports & Sales Reports. Filed and organized invoices, Payslips, and other financial documents systematically.
- Supported administrative duties such as staff coordination, documentation, and office operations.

**Cee yam Hospital Pvt Ltd - Kerala** May 2023-June 2024

**Accounts Executive**

- Managed supplier accounts by preparing and issuing accurate cheque and cash payments.
- Prepared and submitted detailed expense reports on behalf of team members, ensuring timely reimbursement and record accuracy.
- Operated cash register and handled daily cash transactions, maintaining accurate logs in accounting software.
- Recorded financial transactions with precision to support monthly reporting and audits.
- Reconciled bank statements monthly to verify the accuracy of ledger entries and detect any discrepancies.
- Filed and organized all vouchers, invoices, and financial documents systematically for easy access and compliance purposes.
- Processed monthly salary disbursements to all staff and doctors through accurate and timely bank transfers.

### DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.