



MUHAMMED ANSHEEB

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Websites, Portfolios and Profiles

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Professional Summary

Dynamic finance professional with a proven track record at Emirates National Oil Company, excelling in accounts management and financial reporting. Skilled in MS Excel and renowned for strong analytical abilities, I drive revenue growth through strategic collaboration and meticulous data analysis, ensuring compliance and enhancing operational efficiency.

Experience

Accounts Assistant

Emirates National Oil Company

02/2022 to 03/2025

Dubai, United Arab Emirates

- Maintain accurate financial records and reports related to sales activities.
- Assist in the preparation and maintenance of financial records, including invoices, receipts and payment transactions.
- Maintain accurate data entries in accounting software and databases.
- Perform administrative tasks such as filing, data entry, and scheduling meetings.
- Prepare and review daily expense sheet and report to manager.
- Reconciliation of bank accounts, accounts receivables & payables.
- Analyses daily inward and outward stock levels to anticipate inventory problems and shortages.
- Assist in the preparation of monthly and annual financial reports for management review.
- Perform monthly account reconciliation.
- Maintain inventory record on computer.
- Maintaining cash book, ledgers, trial balance, Profit & loss account, & balance sheet.

Junior accountant

We4You General Trading Private Limited

01/2021 to 12/2021

Kerala, India

- Assist in the preparation of financial statements and reports.
- Process accounts payable and accounts receivable transactions.
- Maintain and reconcile general ledger accounts.
- Support month-end and year-end closing processes.
- Assist with budget preparation and forecasting tasks.
- Ensure compliance with financial regulations and standards.
- Provide support in auditing processes and financial reviews.

Assistant accountant

AGO Traders

7/2020 to 12/2020

Kerala, India

- Assist in the preparation of financial statements and reports
- Process accounts payable and receivable transactions
- Reconcile bank statements and general ledger accounts
- Support the month-end and year-end closing processes
- Maintain and update financial records and documentation
- Assist with budgeting and forecasting activities
- Collaborate with external auditors during the audit process

Software Skill

- MS Excel
- Tally 9 ERP
- MS Office Suits
- Masters ERP
- E Bizz ERP
- Outlook
- Peach Tree
- Microsoft Dynamics

Personal Skills

- Team-work oriented
- Good listener and communicator
- Decision-making
- Decision-making
- Analytical skills
- Time Management

Education

Masters of Business Administration in Finance and Human Resources

Bangalore University

10/2020

Bangalore, Karnataka

Bachelor of Commerce in Computer Application

University of Calicut

04/2018

Calicut, Kerala

Languages

- English
- Malayalam
- Tamil
- Hindi

Certifications

- The Fundamentals of Digital Marketing from Google
- Business Finance Foundations from Great Learning Academy
- Finance and Asset Management from Learnovate
- Diploma in Computer Application from INFOMATES