

# ANOOP DANIEL

Address:  
Kerala, India

Phone & Mail ID:  
+973 3952 6285  
anoopdaniel3684@gmail.com



## OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

## EDUCATION

**MBA**  
Abdul Kalam Technical University  
2021

**BBA**  
University of Kerala  
2019

## LANGUAGES

English	██████
Hindi	████
Tamil	-
Malayalam	██████

## PERSONAL INFO

Date of Birth: 07th March, 1998

Gender:  
Male

Marital Status:  
Unmarried

Nationality:  
Indian

## SKILL HIGHLIGHTS

- Communication
- Time management
- Leadership
- Responsibility
- Customer relations
- Critical thinking
- Patience

## EXPERIENCE

### ASSISTANT ACCOUNTANT

NEC Money Exchange, Bahrain  
Jun 2024 - Till Now

- Maintaining accurate financial records.
- Processing invoices, expense forms, and payments.
- Managing petty cash and preparing bank deposits.
- Updating financial records, including general ledgers and balance sheets.
- Assisting with the preparation of financial statements (profit & loss, balance sheets, cash flow statements).
- Preparing monthly management accounts and end-of-month reports.
- Supporting audits and ensuring compliance with regulations.
- Performing bank reconciliations.
- Responding to inquiries and communicating with third-party providers, clients, and suppliers.
- Updating and maintaining procedural documentation.

### CASHIER

NEC Money Exchange, Bahrain  
February 2023 – Jun 2024

- Handled cheque transactions.
- Handled corporate customers and corporate transactions.
- Executed customer transactions regarding cash and money exchange.
- Exceeded monthly sales goal.
- Trained new employees regarding money exchange procedures and cash drawer handling.
- Manage customer inquiries, complaints and requests in a professional manner.
- Accurately balanced cash drawers and reconciled discrepancies.

**ASSISTANT HR**

Photon Civil Service Academy Pvt Ltd,  
Kerala April 2022 - December 2022

- Maintain employees' data and update accounts of all employment records.
- Coordinate interviews and assist in recruiting and training new employees.
- Handle the daily operation of the human resource department.
- Handle administrative work.

**OFFICE ADMIN**

GSS HR solutions, Kerala  
October 2021 - March  
2022

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Overseeing the maintenance of office facilities and equipment.
- Performing other relevant duties when needed.

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**PASSPORT DETAILS**

Passport No: W 3973428  
Date of Expiry: 06/09/2032

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**DECLARATION**

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

Anoop Daniel