

## Contact

Dhadna

FUJAIRA

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# MUHAMMED ANAS

Accounts, Client Relationship  
Management,Accounts Payable & Receivable  
Corporate/B2B Sales, Cashier

## Top Skills

Financial Analysis

Account Management

Financial Statements

Accounts Payable & Receivable

## Languages known

English : Fluent

Hindi : Fluent

Malayalam : Fluent

Arabic : Fluent

## Summary

A highly motivated individual with extensive experience of 3 years; out of which 2 years in UAE in Accounts and inventory; major experience across all faces of Accounts Management & Leadership and executing sales in General trading..

Proficient at handling day-to-day activities in coordinating internal/ external departments for ensuring smooth business operations.

An effective communicator with exceptional interpersonal skills and hands-on experience in training & development of subordinates.

## Software Specialization

\* TallyERP9.0

\* Advanced Excel

\* Microsoft word

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## Experience

### SAJIDHA GENERAL TRADING LLC

Accountant

January 2018 - Present

Fujaira, United Arab Emirates

- \* Documentation of all all cash and Credit bills.
- Daily accounting transactions completing and posting.
- Registration of new supplier data in the system.
- Cash counter and Petty cash dealings.
- Purchase and Sales registers.
- Receivables and Payables.
- Counter cash closing and report making

## AL ABEER MARKETS

Junior Accountant

December 2018 Jan - June 2018 FUJAIRA, UAE

- \* Data Entry
- \* Documentation of all Credit and cash bills
  
- \* Petty cash dealings
- \* Counter closing and making reports

## MARUTHI SUZUKI POPULAR VEHICLE AND SERVICES

Assistant Accountant

March 2016 - December 2017 kasargode  
Area, India

- \* Calculated the organization's tax responsibility each pay period in the form of payroll taxes, and completed corporate tax returns each year.
- \* Analyze, examined, and interpreted records, compiled financial information, and reconciled reports and financial data

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## Academic Profile

Bachelor of Business Administration : KANNUR UNIVERSITY 2016

Plus Two : Board Of Higher Secondary Examination Mar 2013

SSLC : Board of Public Examination Mar 2011