



SAYYID ANVAR

JUNIOR ACCOUNTANT

CONTACT ME

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EDUCATION

- **G TEC [KERALA]**
(Diploma In Indian And Foreign Accounting)
- **B B A [FINANCE]**
CalicutUniversity, (2017-20)
- **Board of Higher Secondary** Education Kerala (HSE)

SKILLS

- Certified Accountant DIFA-Finance Knowledge in Tally ERP09, Peachtree, & Quick book.
- Excellent Knowledge about Ms Excel, Ms Word.

PERSONAL INFORMATION

- Nationality: India
- Passport: V6667953
- Date of Birth:01-03-1998
- Marital Status: Single
- Languages: English, Hindi, Malayalam and Tamil

ABOUT ME

In-depth knowledge of managerial accounting.

- Bookkeeping
- Bank Reconciliation
- Vendor Reconciliation
- Payroll and WPS
- Bank Position and Petty cash
- Account Payable and Receivable
- Forecasting and Business plan
- Technical skills: MS Office, Tally ERP09, Peachtree and Quick book, MS Excel, MS Word

PALARA GROUP MERCHANTS

2021-2023

- Maintaining records of cash payments and using bank instruments.
- Communicating with customers regarding dues and upcoming payment through emails and phones.
- Recording and verification of invoices.
- Recording and maintaining of Ledgers accounts.
- Raising invoices against payment made.
- Reconcile financial discrepancies by collecting and analyzing account information
- Review and Process Tax Payments.
- Reporting dues on cheque returns without pay.
- Verify, allocate, post, and reconcile transactions
- Communicate effectively with clients
- Communicate with the Manager and/or the Director on work status and client issues that arise
- Maintain accounting controls by preparing reports on daily transactions, upcoming transactions and recommending policies and procedures to maintain balances on various accounts.

REAL AQUA & SODA PRODUCTS

2020-2021

- Entering the Stock details and Sales Entries.
- Maintaining up to date Ledgers accounts.
- Stock Verification and order confirmation.
- Billing and Cash Handlings.
- Data Entry.
- Verification of purchase invoices and scheduling supplier's payment within credit period.

DECLARATION

I do here by declare the above Particulars of information and facts stated are true, correct and complete to my best of knowledge and belief.

SAYYID ANVAR