



CONTACT

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EDUCATION

Master of Commerce
Distance - Education
Pondicherry University,
India-2023

Bachelor of Commerce
Pondicherry University,
India - 2020

TECHNICAL SKILLS

- Tally Prime
- Foxprox
- Easybiz
- Quick Book & Peach Tree
- MS Softwares

DRIVING LICENSE INFO

- License No : 1161624
- Issue Date : 06-05-2024
- Category : Manual

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Tamil
- Malayalam

Mohammed Anees

Accountant cum Administrator

CAREER OBJECTIVE

Accomplished Accountant with 4 years of experience, seeking a challenging position in an organization that provides equal opportunities for faster growth as an individual as well as professionally and to be a part of a highly dynamic team that supports teamwork and leadership qualities within the organization and delivers timely results without compromising on quality.

WORK EXPERIENCE

○ February 2024 - Present

○ Pamir Telecom LLC | Dubai

Accountant cum Administrator

- Responsible for preparing bills, invoices, collections, bank deposits and month end closing process.
- Maintaining accounts receivable files and records.
- Process accounts and incoming payments in complaints with financial policies and procedures.
- Performing day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivables data.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.

○ December 2022 - January 2024

Ok Telecom FZCO | Dubai

Accountant cum Administrator

- Oversaw daily office activities and prepared related reports.
- Ensured friendly and professional customer interactions on a team-wide basis.
- VAT reporting is in line with FTA and other statutory reports.
- Managed various aspects of accounting such as Bank Reconciliations, Accounts Receivable & Payable.
- Monitored cash or bank transactions and arranged the fund if required.
- Handled collections and deposit them into the bank accounts.
- Monitored debtors and follow-up collections & coordinating with the sales team to follow-up collections.
- Maintained stock report and performed physical check on periodical basis.
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- Prepared daily reports for sales, purchases, and collections.
- Verified and account for purchase invoices and prepare payments to suppliers.
- Prepared payroll and disbursement of salaries.
- Accounting day-to-day activities on accounting software.
- Handled petty cash.
- Dealt with employee state insurance matters with authorities.
- Communicated with local authorities, and Dealt with Creditors.
- Monitored and evaluated sales results, productivity levels, and profit opportunities of assigned office.

○ January 2020 - October 2022

Taxmen LLC | India

Accountant cum Administrator

- Prepared financial documents such as invoices, bills, and accounts payable and receivable.
- Managed day-to-day transactions
- Prepared and send statements of accounts to the debtors.
- Assisted Supplier and Client ledger Reconciliation.
- Assisted with bank reconciliations.
- Follow up with clients to collect the pending payments.
- Handled Petty Cash

DECLARATION

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

Mohammed Anees