



MOHAMED ANAS

ACCOUNTANT / ADMINISTRATION

Professional Summary

A highly motivated and detail-oriented professional with expertise in Accounting, Sales, Cash Handling, Office Administration and Documentation Management. Proficient in financial reporting, accounts management, taxation (GST) and business operations, with hands-on experience in Tally, QuickBooks, SAP FICO and Microsoft Office. Strong analytical, problem-solving and organizational skills, ensuring accuracy and compliance in financial processes. Adept at handling administrative tasks, streamlining documentation and supporting business operations. Immediately available for opportunities in the GCC region.

Experience

ACCOUNTANT

M/S. JOURNALS, KERALA, INDIA (AUG 2023 – JANUARY 2025)

- Managed full-cycle accounting by maintaining general ledger accuracy, reconciling accounts and ensuring compliance with financial regulations.
- Prepared financial statements and conducted month-end and year-end closing processes to support strategic decision-making.
- Performed tax computations and ensured timely submission of GST filings in accordance with regulatory requirements.
- Optimized cash flow management by monitoring receivables, payables and petty cash transactions to enhance financial efficiency.
- Utilized accounting software (SAP FICO, QuickBooks, Tally) to streamline bookkeeping, financial reporting and expense tracking.
- Implemented cost control measures and conducted variance analysis to improve budget planning and operational profitability.

Software & Certificates

- Post Graduate Diploma in Practical Corporate Accounting (PGDPCA)
- SAP FICO
- QuickBooks
- Tally Prime & Tally ERP 9
- Zoho Books
- Manual Accounting
- Microsoft Office (Excel, Word, PowerPoint)

Skills

- Financial Reporting & Analysis
- General Ledger Accounting
- Accounts Payable & Receivable Management
- Taxation & GST Compliance
- Bank Reconciliation & Cash Flow Management
- Budgeting & Cost Control
- Financial Statement Preparation
- Audit & Compliance Management
- Team Management & Office Administration

Contact

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- 📍 Dubai, UAE

Education

- **MASTER OF BUSINESS ADMINISTRATION (MBA) IN HUMAN RESOURCES MANAGEMENT (PURSUING)**
SGV University
- **BACHELOR OF BUSINESS ADMINISTRATION (BBA) (2020 – 2023)**
University of Calicut

Personal Details

- Date of Birth : 07/07/2001
- Nationality : Indian
- Gender : Male
- Passport No : U 2060231

Languages

- English
- Hindi
- Arabic
- Malayalam