



MUHAMMED ANAS

REMITTANCE CLERK

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UAE, Abu Dhabi

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EDUCATION

Bachelor of Business Administration

Calicut University
2017 - 2020

CERTIFICATIONS

Customer Service Management

EXPERTISE

- Management Skills
- Strong organizational and time-management skills
- Exceptional communication and problem-solving skills
- Ability to work independently and as part of a team
- Excellent customer service skills
- Ability to work in a fast-paced environment
- Basic computer skills and familiarity with office software
- Knowledge of Customer Service management

LANGUAGES

- English
- HINDI
- MALAYALAM
- ARABIC
- TAMIL

References:

Mufassil : +91 99959 92018
Managing Director
UFILE SOLUTIONS PVT LTD

PROFILE

Highly motivated and professional cashier cum Accountant with over 2 years of experience in providing exceptional customer service, handling cash and transactions with accuracy and efficiency, and maintaining a high level of professionalism in a fast-paced environment.

WORK EXPERIENCE

FIREMAN SAFETY SERVICES

Accounts Payable Specialist

UAE, ABU DHABI | Jan - 2024 to present

Fireman Safety is a well-established firefighting service provider in Abu Dhabi specialized in the field of active fire protection system that offers safe and efficient products and services like fire alarm system, fire extinguishers, sprinkler systems and more.

I worked here as Accountants payable officer Following are my area of works.

- Manage all accounting transactions
- Cash handling.
- Accounts payables & receivables.
- Managing vendor.
- Maintaining records, verify expense reports, and track company expenditure, including payroll
- Bank reconciliation
- Resolved supplier's complaints independently and maintained a clean and organized workspace
- Supporting executives and managers in compliance related work

UFILE SOLUTIONS PRIVATE LIMITED (USPL)

Accountant India, Kerala | 2021-2023

UFILE Solutions is a Private limited Indian non-Government company incorporated in India. The company is engaged in the Business Service Industry.

I worked here as Accountant cum Junior Auditor Following are my area of works.

- Petty cash handling
- Timely ensured inter-company transactions.
- Reconciliation of accounts.
- Engaged in month-end closed activities.
- Proactively participated in week financial team meetings.
- Assisted in internal audit of various clients.
- preparation of financial report.
- cash collection from customers