



# MUHAMMED ANAS

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"Results-oriented Cashier cum Accountant with 3+ years of experience driving customer satisfaction, achieving accuracy and efficiency in cash handling and transaction processing, and consistently maintaining a high level of professionalism in fast-paced settings."

## Experience

### **Accounts payable officer | fireman safety services sole proprietorship | Abu Dhabi, Musaffah**

2024 – 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.

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

### **Accountant cum junior auditor | Ufile Solutions PVT LTD (USPL) | Kerala, India**

2021 – 2023 (2 years and 3 months)

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.

- Managed cash, credit card transactions, and mobile payments.
- Timely ensured inter-company transactions.
- Preparation of reports.
- Provided excellent customer service and support.

- **Maintained a clean and organized workspace.**
- **Cash collection from various clients**
- **Processed transactions accurately and efficiently.**
- **Engaged in month-end closed activities.**
- **Reconciliation of accounts.**
- **Proactively participated in week financial team meetings.**

## Skills

- 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
- Familiarity with Microsoft Office applications, such as Excel, Word, and Outlook.
- Knowledge of credit card machines and payment processing systems.
- Finalization of accounts and taxation
- Knowledge in Income tax and GST
- Negotiation skill
- GAAP

## Education

**Bachelor of Business Administration | Calicut university | Kerala, India.**

## Certifications

**Customer Service Management | LinkedIn course | online**

## Languages

English • Hindi • Malayalam • Tamil • Arabic

## Declaration

**"I hereby declare that above mentioned information is accurate, reliable and up to date"**