

MUHAMMED ANAS

CASHIER CUM ACCOUNTANT



CONTACT

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- UAE

SUMMARY

To be part of reputed organization and to learn and sharpen my skills from the job in a professional Accountant cum Cashier. Further advance my career by continuing and become an authority in the decision-making process while helping upcoming professionals.

SKILLS

PROFESSIONAL

- MS OFFICE
- STRATEGY PLANNING
- LEADERSHIP SKILL
- WORK UNDER PRESSURE
- MARKET RESEARCH
- COMMUNICATION
- ACCURATE MATH
- FINANCIAL TRANSACTION
- PROBLEM SOLVING SKILL

EDUCATION

BACHELOR OF BUSINESS
ADMINISTRATION (BBA)

CERTIFICATION

CUSTOMER SERVICE
MANAGEMENT

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC
- TAMIL

WORKING EXPERIENCE

FIREMAN SAFETY SERVICES, UAE

Accounts Payable officer | JAN 2024 - Present

- Managing vendors
- Cash handling
- Reconcile statements and manage payment credits
- Maintaining records, verify expense reports, and track company expenditure, including payroll
- Bank Reconciliation (BRS)
- Supporting Executives and managers in compliance related work

UFILE SOLUTIONS PRIVATE LIMITED (USPL), INDIA

Accountant | 2021-2023

- Manage all accounting transactions
- Assisted in internal audit of various clients.
- Designation - Junior Accountant
- Preparation of projected and provisional financial statement.
- Preparation of Monthly reports
- Managed day to day cash flows and maintained related Bank accounts
- Goods and service tax filing