

CURRICULUM VITAE



ANOOP ANAND. P.V

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Career Objective:

To be an integral part of a reputed company where I can utilize my knowledge and skills to add value to the company's business and achieve the corporative objectives while getting valued professional satisfaction with personal growth.

Experience:

Company Name: Hadi Express Exchange LLC
Designation: Cashier-Frontline Associate (4-Year Experience)
Working period from: August 01, 2019 to July 30, 2023

Duties and Responsibilities:

- Receive/Issue cash transaction instruments like remittance, WPS, TT etc.
- Cash Management and Foreign Currency Management.
- Salary Processing. (Under the Inspection of Wage Protection System)
- Handling branch accounts and preparing Reconciliation statements.
- Handle customer complaints, provide appropriate solution and alternative within the time limits.
- Balancing the Currency Vault and the Coin Vault.
- Handling branch operations in the absence of Manager by approving/overseeing transactions as needed.
- Assisting with balancing issues and verifications of cash outages.
- Marketing about the product and services.

Company Name: Winslogic Computers & Electronics Trading LLC
Designation: Admin cum Accounts Assistant (1-Year Experience)
Working period from: November 11, 2017 to December 15, 2018

Duties and Responsibilities:

- Preparing invoice and delivery note of Customer quotation, sales order, purchase order, etc.
- Contacting company clients for new sales deal and maintaining relationship.
- Preparing and sending Daily sales report.
- Maintaining all files and documents.
- Arranging meeting with new customers to the salesman.
- Receive, register and verify supplier invoice, Preparing and sending customer outstanding report.
- Customer outstanding payment follows up by sending reports and through telephone.
- Banking transaction by manual or online (Cheque deposits, payment transfer, etc.)
- Generating Sales via Online, Social Media and Tele sales.
- Maintain Ledger and Petty Cash book, Salary processing through WPS, Filing Vat returns.

Company Name: Emera Infotech Pvt.Ltd.
Designation: Admin cum Accounts Assistant (2-Year Experience)
Working period from: February 15, 2014 to July 10, 2016

Duties and Responsibilities:

- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- On time Billing invoices distribution and follow ups for payments (Collections of payments/cheques from clients.)
- Banking transactions by manual and online (cheques deposits, cash receipt, payment transfer, etc.)
- Reviewing/Preparing Bank Reconciliation.

Company Name: Ideologue Software Solutions Pvt. Ltd.
Designation: Accounts Assistant (2-Year Experience)
Working period from: January 24, 2012 to December 18, 2013

Duties and Responsibilities:

- Preparing Invoice, Delivery note, Sales order, Purchase order, etc.
- Bank reconciliation, posting and balancing.
- Reports on debtors and creditors, Daily bank receipts postings.
- Petty cash and journal posting, Daily Sales Report.

Company Name: Manappuram General Finance and Leasing Ltd.
Designation: Assistant Branch Head (1-Year Experience)
Working period from: October 05, 2010 to December 12, 2011

Duties and Responsibilities:

- Worked as a cashier involving preparing and Maintains of Cash book, Ledger.
- Providing service to customers like Western union money transfer, UAE exchange, Thomas Cook, etc.
- Providing services like Foreign exchange to customer.
- Handling all responsibility of the office in the absence of the Branch Head.
- Tallying cash and verification of Gold.
- Preparing Daily report and sending to Head office.

Company Name: Gokulam Chits & Finance Co. (P) Ltd, Bangalore.
Designation: Accounts Assistant (3 Months' Experience)
Working period from: May 25, 2010 to August 26, 2010

Duties and Responsibilities:

- Preparation of Payment Vouchers.
- Posting transactions of customers into their Account.
- Preparing and Maintains of Cash book, Ledger, passbook verification and releasing of dividend.

Academic Background:

B.com from Calicut University.

Skills:

- Cash Handling.
- Strong Banking Concept.
- Goal Oriented.
- Excellent time management skill.
- Tally 9 and Peachtree Exposure and knowledge.
- Peach Tree and Quick book.
- MS Word, MS Excel, MS PowerPoint.
- Professional Account course.

Personal Details:

Date of Birth: 24-May-1987
Nationality: Indian
Passport Number: S6667002
Visa Status: Visit Visa (Expiry Date-28-04-2025)
Marital Status: Single
Languages Proficiency: English, Hindi, Malayalam, Tamil and Kannada.

Declaration:

I hereby declare that the above-mentioned statements are true and supported by relevant certificate as when called for.

Place: Dubai

Anoop Anand PV