



ANIL JOSE

Account Assistant/Admin

I am keen in working with an organization where I am provided with a responsible position where my experience, skills and qualifications are utilized for the growth of the Company, with an opportunity for personal development.



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Kerala, India



12 November, 1993

SKILLS

MS OFFICE

ADVANCE EXCEL (
VLOOK UP, PIVOT TABLE)

TALLY

ADOBE PHOTOSHOP

SAP BUSINESS ONE

Real Soft

LANGUAGES

English
Full Professional Proficiency

Malayalam
Full Professional Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Willing to learn new things.

Strong decision maker

Ability to work under pressure

Teamwork

Innovative

Service-focused

WORK EXPERIENCE

Accounts cum Admin Assistant

Yousuf Al Hashimi Uniform Manufacturing Co LLC

09/2019 - Present

Dubai, UAE

Achievements/Tasks

- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Management of petty cash transactions.
- Assist Accountants and other financial professionals with creating and editing financial documents.
- Organize the bookkeeping processes of the company.
- Prepare Sales and purchase invoices.
- Prepare suppliers and clients due list and tracking.
- Communicating with clients and suppliers via post, telephone and emails.

ACCOUNTS ASSISTANT

Surabhi Innovation Pvt Ltd, Kerala, India

08/2017 - 08/2018

Ernakulam, India

Achievements/Tasks

- Submission of finance documents in accordance with GST & TDS.
- Responsible for preparation of source accounting documents.
- Updating the final accounts of company on quarterly & yearly.
- Advising debtors of the possible consequences of non-payment.
- Communicating with clients via post, telephone and emails.

ASSOCIATE DOCUMENT MANAGEMENT

Federal Bank, Kerala, India

10/2014 - 08/2015

Ernakulam, India

Achievements/Tasks

- Back - office support for coordination or documentation required for bank transfers.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- KYC checking & verification.

EDUCATION

MASTER OF COMMERCE (M.Com.)

Mar Gregorius Abdul Jaleel Arts & Science College (Affiliated to Mahatma Gandhi University, Kottayam)

2015 - 2017

N.Paravur, India

BACHELOR OF COMMERCE (B.Com.)

Naipunniya Institute of Management and Information Technology (Affiliated to Calicut University)

2011 - 2014

Pongam, Thrissur