

Position : Sales Incharge / Administration

Name : Anoop.M.B

Nationality : Indian

Experience : Over 8 years

E MAIL ID : anoopmb1654@gmail.com

Mob : +91(0) 9947901654

**Qualification:**

- ◆ B COM.

**Objective:**

Seeking for a challenging and result-oriented position in an environment, where challenging and innovative culture of work is carried out which leads me to attain high proficiency in my profession and to open opportunities for growth, and where I can find ways to make full use of my academic and work experience.

**Professional Experience:**

**1. Name of the Organization: MIGRESS TECHNOLOGIES LLP.**

Period : March 2021– Till Date.

Position : Sales Incharge

**2. Name of the Organization: AL-YUSAR TOWNSEND BOTTOM – SAUDI ARABIA.**

Period : November 2013– Dec-2020.

Position : Administration / Documentation

**3. Name of the Organization: FCI OEN Connectors.Ltd.**

Period : Aug 2006 to October 2013

Position : **CNC Machine Programer**

**Summary of Experience as an Administrator:**

- May compile and prepare various reports for supervisor's use (requires analysis and comparison of data).
- Manage site office to include maintenance, cleaning, equipment and supplies.
- Coordinate and process general administrative work (time sheets, vacation requests, supply requisition etc.) for supervisor's signature.
- Responsible for continuously expanding and updating professional knowledge and hone training skills in order to enhance individual and team innovation and productivity.

- Handling Petty cash system.
- Perform additional assignments as per supervisor's direction.
- Documentation review, routing, copying, and filing in a systematic manner.

**Job Responsibilities as an Accountant:**

- Yearly trail balance for the company.
- Bank reconciliation, Updating the bank accounts in system.
- Prepare the Company sales and Purchase Account in the proper software.
- Preparing the trial balance of the each and every Customer.
- Preparation for inter office Memos & circulars, Daily Reports.
- Handling routine correspondence, petty cash expenses, issuing invoices, Purchase invoice entry.
- Keeping collection ledgers processing ID cards preparing stock statements As well as entire business reports for Head Office and take care of all other Miscellaneous office duties.

**Personal Information:**

1. Marital Status :Married
2. Nationality : Indian
3. Sex : Male
4. Language Known : English,Tamil, Hindi.
5. Email :[anoopmb1654@gmail.com](mailto:anoopmb1654@gmail.com)
6. Iqama # : 2356347423
7. Indian Passport# : **G8017197**
8. **D.O.I/ D.O.E** : **21-12-2017/20-12-2027**  
PLACE OF ISSUE : RIYADH