

CURRICULUM VITAE



MUHAMMED ANEES

E-MAIL

aneespallinada@gmail.com

CONTACT DETAILS

Mob:0503457728
9633707320

PERSONAL DETAILS

Gender : Male

Nationality : Indian

Religion : Islam

Marital Status: Married

Date of Birth : 04-03-1992

LANGUAGES KNOWN

- English
- Malayalam

CAREER OBJECTIVE

Interested to work in an organization wherein I can exploit my knowledge to the maximum and also use my inter personal and communication skill, ability to establish and maintain healthy relationship with all levels of staff, management. To do the tasks at hand in systematic manner and excel in executing the job with my analytical and problem solving skills, and work for the development and progress of the organization.

ACADEMIC CREDENTIALS

- Bachelor of Commerce: (B.Com) from MG University Kerala, India (2013)
- Plus Two from Kerala University (2010)
- S.S.L.C from Board Examination, Kerala, India (2008)

TECHNICAL QUALIFICATION

- Diploma in Computerized financial Management.

COMPUTER SKILLS

- MS Office
- Pact (UAE)

PASSPORT DETAIL

Passport No : M4225784

Passport Issue :03-2-2014

Passport Expiry : 02-12-2024

PERMANENT ADDRESS

Muhamed Anees

S/O Ummer v.v

Valiyaveetil House

Po.Karupadanna

Thrissur

Kerala

680670

WORK EXPERIENCE

➤ **Lebanese Dairy Co.Chtoor LLC**

Accounts Department, Ajman,UAE

3 Year experience (June 2016 to August 2019)

➤ **Anil Association**

Accounts Department,Thrissur,Kerala,India

2 Year experience (10/11/2013 to 5/1/2016)

Job Responsibilities:

- Day book preparation.
- Responsible for Trial Balance and Final Accounts.
- Cash Transactions
- Reconciliation of the Accounts Ledger.
- Monthly closing of Accounts Reporting Management
- Handling Bank Transactions
- Bank & Cash Reconciliation

Strength:

- Dedication to work and strive for goal in life
- Good team player skills, ability to withstand pressure
- Leadership and decision making capabilities
- Flexible to work in different environments.
- Finally tuned analytical and research skills
- Good oral, written communication and presentation skills.

(MUHAMED ANEES)

