



aniljose2011@gmail.com



0557126761



Dubai, UAE



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

# 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.

## 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