



ANOOP THOMAS

5 YEARS EXPERIENCED ACCOUNTANT
WITH TALLY



+971582013963



Anoopkottaram10@gmail.com



Al karama, Dubai

HIGHLIGHTS

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Cash Flows
- Report Preparation
- Financial Statements
- Experience Working on
tite schedules

PERSONAL INFORMATION

Date of Birth : 02-02-1993
Marital Status : Single
Passport No : R 0529094
Visit Status : Visit Visa

LANGUAGES

English
Hindi
Malayalam

OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EDUCATION

Bachelor of commerce 2015 Mahatma Gandhi University
Tally ERP 9 2015

EXPERIENCE

Accountant

Crowne Cabs (01/05/2016 to 01/04 /2021) Kerala

PERSONAL STRENGTHS

Decision Making
Creative
Self motivator
Hard Working
Advanced Knowledge of Ms Office

JOB PROFILE

- Reconciliation of Bank a/c , purchase a/c, sales a/c, vendors a/c , customers a/c , Inter & associated Co a/c, owner's c/a, deferred and prepaid a/c
- Preparing LPO, maintaining purchase records, follow up the suppliers for materials, managing their Payments & calculating suppliers credit periods.
- Preparing weekly sales, purchase & collection report and give to management by weekly
- Maintaining and recording monthly accruals, Prepaid, Differed, Depreciation & Amortization, provisions and other adjustments on monthly basis

Reference

Reference will be provided up on request