

Mohamed Anas

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Seeking a challenging position where I can learn new skills, expand my knowledge, and leverage my learnings, to get an opportunity where I can make the best of my potential and contribute to the organization's growth there by to get advanced and enriched.



Experience

11/2020 to 07/2021

Medical Data Entry Operator RVS INFOTECH, Ernakulam

- Entering customer and account data from source documents within time limits.
- Verify accuracy and sort information according to priorities.
- Comply with data integrity and security policies and Keeping information confidential.
- Data enter our documents we receive, as well as check for accuracy by running edits.
- Entered Over 250+ records per day

Internship

09/2019 to 07/2020

Accounts Trainee ACCOUNTANTS CAREER SOLUTIONS, Edappal

- Accurately documented all cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Manage all accounting transactions.
- Audit financial transactions and documents.
- Providing support to the overseas accounting department.
- Compute taxes and prepare tax returns.

Certificates

- Certified Business Accountant.
- Excel, Tally ERP 9 with GST and Tally Prime.

Highlights

- Diligent
- Computer Skills
- Innovative
- Proactive
- Editor

Education

Bachelor of Commerce: Computer Application - 2019
University of Calicut

Hobbies

- Writing
- Singing Song
- Sketching
- Photography
- Design
- Travelling

Languages

English	: Full
Malayalam	: Native
Hindi	: Limited
Arabic	: Limited