



Anaswara Mohan

Accounts Assistant

My Contact

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📍 Sharjah , UAE

Skills & Expertise

- Data Entry
- Tally ERP
- MS Excel Advanced
- Book keeping
- Invoice efficiency
- Debt Collection
- Time Management

Education Background

- BHARATHIYAR UNIVERSITY
Master of Business Administration in Finance
Completed in 2017
- UNIVERSITY OF CALICUT
Bachelor of commerce in Finance
Completed in 2015
- *Diploma In Manual and computerised Accounting*

Visa Status

sponsor Visa

About Me

A highly organized and detail-oriented professional with over 7 years of experience in , financial data entry, invoicing, office administration, and branch operations. Demonstrates a proven track record in maintaining accurate financial records, processing payments, and handling cash transactions with precision. Adept at preparing and issuing quotations while delivering exceptional customer service. Proficient in Tally ERP, MS Excel, bookkeeping, and bank reconciliation, ensuring efficient financial management and operational excellence across various functions.

Professional Experience

ALFA PLASTIC INDUSTRIES LLC-DUBAI | Accounts Assistant 08/2023 – Present

Key Responsibilities:

- Ensure accuracy and efficiency in managing petty cash transactions.
- Oversee all aspects of sales transaction records, including payment processing and receipt management.
- Prepare and issue quotations and invoices, ensuring compliance with client specifications.
- Actively monitor the accounts receivable aging report and follow up on overdue payments.
- Generate account statements that detail payments and outstanding balances.
- Manage both digital and physical filing systems, ensuring documents are organized and easily accessible for future reference.
- Respond promptly and accurately to email correspondence.
- Handle incoming calls with clarity and professionalism, directing them as appropriate.
- Manage confidential documents and information, ensuring secure storage in accordance with data protection regulations.

KPB NIDHI LTD-INDIA | Branch operations Executive 09/2017 – 04/2023

Key Responsibilities:

- Analyzed financial data to inform decision-making.
- Recorded all cash receipts and expenses accurately.
- Maintained meticulous records of all incoming and outgoing cash transactions.
- Conducted regular bank reconciliations, comparing bank statements with internal records to identify and resolve discrepancies.
- Managed the timely completion of month-end, quarter-end, and year-end activities.
- Oversaw customer deposits and efficiently processed loan payments, ensuring transactions were completed accurately and promptly.
- Ensured NEFT and RTGS reconciliations were entered correctly and in a timely manner.