



# Anaswara Mohan

## Contacts

**Ph:** +(971)55 241 4176

**Em:** anaswaramohan582@gmail.com

**Add:** Sharjah, UAE

**Visa status:** On Sponsor visa

## Education

### Master of Business Administration in Finance

Baharthyar University | Sep 2015 - Jul 2017

### Bachelor of Commerce in Finance

University of Calicut | Sep 2012 - Aug 2015

## Skills

- Tally ERP
- Ms excel Advanced
- Bookkeeping
- Bank reconciliation
- Data entry
- Communication

## Certifications

**DCFA** | Diploma in Manual and computerized Accounting

## Languages

- English - Intermediate
- Malayalam - Native
- Hindi - Elementry

## Profile

5+ years experienced professional skilled in accounting, data entry, efficient collections, cash handling, and seamless sales support. Proficient in transaction accuracy and client communication.

## Professional Experience

### Accounts Assistant cum Sales Coordinator

**Alfa Plastic Industry LLC-Sharjah -Aug 2023 - Pres.**

- Utilized accounting software and spreadsheets for data entry and financial record-keeping
- Issued invoices and statements promptly, ensuring accurate billing and payment details
- Actively monitored accounts receivables aging reports and followed up on overdue payments
- Coordinated sales activities, including preparing quotations and proposals for clients.
- Supported the sales team with prospecting and lead generation activities.
- Provided exceptional customer service by addressing inquiries, resolving issues, and maintaining positive client relationships.

### Assistant Branch Manager

**KPB Nidhi Ltd-India**

**-Sep 2017 - Apr 2023**

- Recorded all cash receipts and expenses.
- Meticulously maintained accurate records of all incoming and outgoing cash transactions.
- Performed regular bank reconciliations, comparing bank statements with internal records to identify and resolve discrepancies.
- Exhibited strong organizational skills in managing timely completion of month-end, quarter-end, and year-end closing activities.
- Demonstrated exceptional proficiency in cash handling Procedures, maintaining high level of accuracy and security.
- Managed customer deposits and efficiently processed Loan payments, ensuring timely and accurate transactions..
- Ensure that NEFT/RTGS reconciliation is input correctly and in a timely manner.
- Assisting in Preparing tax returns.
- Assisting customers with their questions, requests, and needs as well as providing suggestions in real-time.