



# ANSHAD KT

ACCOUNTS EXECUTIVE

phone :+971 50 228 0139 UAE

email :anshadkt91@gmail.com

## SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.

## EXPERIENCE

### ACCOUNTS EXECUTIVE

#### **THREE STAR AUTO SPARE PATS TRADING LLC(UAE)Present**

- Manage Petty cash.
- cash flow statement(daily)
- Reconcile cash,bank,accounts payable,accounts receivable etc..
- Accurately calculate deductions and process payroll.
- Preparing monthly summery.
- Manage Cash and Bank Accounts accurately

### SENIOR ACCOUNTANT

#### **CALICUT HOSPITAL AND NURSING HOME** *Sep 2021 -march 2024*

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Filing GST returns.
- Manage petty cash.
- Accurately calculate deductions and process payroll.
- Evaluate employee expense reports and verify accuracy.
- Help prepare month-end, quarterly and year-end closings.
- Follow up clients for financial matters such as payments due.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Preparing Monthly tax summery.
- Manage Cash and Bank Accounts accurately.
- Reconcile cash,bank,accounts payable,accounts receivable etc.

### ACCOUNTANT

#### **METIX SOFTWARE SOLUTIONS** *Aug 2020 - Sep 2021*

- Teach -How to prepare accounts in Metix software to clients.

### ACCOUNTANT

#### **MRK FACTORY OUTLET** *Feb 2020 - Sep 2021*

- Manage Petty cash.
- GST Filling.
- Reconcile cash,bank,accounts payable,accounts receivable etc..
- Evaluate employee expense reports and verify accuracy

## SKILLS

Quickbooks	■ ■ ■ ■ ■
Ms Office	■ ■ ■ ■ ■
Teamwork	■ ■ ■ ■ ■
Communication	■ ■ ■ ■ ■
Peachtree	■ ■ ■ ■ ■
TALLY	■ ■ ■ ■ ■

## LANGUAGES

English	■ ■ ■ ■ ■
HINDI	■ ■ ■ ■ ■
ARABIC	■ ■ ■ ■ ■

## EDUCATION

### **Bachelor's in Commcerce**

#### **Calicut University**

*Feb 2017 - May 2019*

### **MASTER OF ACCOUNTING**

#### **KERALA University**

*Aug 2019 - Jan 2020*