
 <p><b>Gulfjobseeker.com</b> Helping you to search best jobs &amp; talent since 2002!</p> <p><b>APPLICATION FORM - NEW REGISTRATION</b></p> <p><b>NOVEMBER-2014</b></p>			<p>Profile Score</p>  <p><b>3</b></p>			
Recent Photograph		Date	12/11/2014		CV No		98094	
Profession / Specialty		Accountant						
Industry / Projects		Any Industry						
Nationality		Indian		Place of Birth / City of Origin		Vellamuncla, Kerala		
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion		Islam		Birth date ( DD-MON-YEAR)		15/04/1990		
Languages		Mother Tongue Malayalam		Other Languages English, Hindi, Arabic, Tamil				
Qualification		B.com						
Gulf Experience		1 Years 6 Months		Total Experience		2 Years 8 Months		
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date		D 24 M 12 Y 2014		Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent				
Employment Status		<input type="checkbox"/> Employed back in Home Country		<input type="checkbox"/> Employed in Gulf		<input checked="" type="checkbox"/> Job Less-Unemployed		
Last Salary Drawn		Rsency 11406		Last Salary Verified		<input checked="" type="checkbox"/> Offer Letter		<input type="checkbox"/> Contract
Expected Salary		Dirham 3000		<input type="checkbox"/> Salary Increment Letter		<input checked="" type="checkbox"/> Pay Slip		<input type="checkbox"/> Statement
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____								
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____								
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____								
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____								
What is the reason for your Job Search? Dubai have wide opportunities								
How many jobs you have applied so far? 0				How many interview calls you have received so far? 0				
What is your talent? Describe in detail. I have completed B.com, and I have completed a certified course as an computerised Accounting there have worked tally ERP 9, Peachtree, Quick Books, I know the Microsoft word, Excel, Powerpoint and AI Based								
PCL Certificate		Gulf Experience	1	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer		
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education		Promoted in Previous Job		
IT Literacy	1	Arabic Proficiency		On Job Training Certificates		Awards or Appreciation		
				IELTS Proficiency		Experience Verified		
Bonus Score	1	+ Gulf Score	1	+ Education Score	1	+ Experience Score		
Based on documents verified by our HR Assistants the candidate has achieved total score points of						= Total Score		3



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### **Career Objective**

To be a part of high performing team and undertake & handle challenging assignments in an Organization with good learning environment and assist in achieving the goals of the organization.

### **Work Experience**

**Designation - Associate - Finance & Accounts**

**July 2013 to Till Date**

\_\_\_\_\_ a leading provider of Transformation and Outsourcing services to Global 1000 companies in multiple industries including insurance, banking, financial services, utilities, transportation and travel. \_\_\_\_\_ has established in the year of 1999 in US which has got operations in 20 locations globally with an employee strength of 21000+

### **Roles And Responsibilities**

- Handling European payment processing
- Handling the account payable activities on IDC Software
- Verification of Invoices received from Vendor with Agreement
- invoice processing and payment confirmation
- Ensure timely and accurate payment to the vendors.

- Address queries regarding payment made to vendors.
- Providing training for new joiners
- Reconciliation of financial data

#### **Designation - Accountant**

#### **September 2011 to April 2013 – 3 Dots Trading Establishment**

3 Dots Trading Establishment

Dossari Tower, Dhahran St., King Abdullah Street, Al Khobar.

Leading computer networking establishment, which delivers the advanced technologies and services in computer services industry.

#### **Roles and Responsibilities**

- Preparation of Profit and Loss Statement and Balance Sheet
- Auditing of Internal and External affairs
- Preparation of Payroll
- Maintenance of Petty Cash
- Preparation of quotes, purchase orders, enquiry.

#### **Academic Credentials**

<b>Course</b>	<b>Institution</b>	<b>University / Board</b>	<b>Year of passing</b>	<b>Percentage</b>
B.COM	NEWMANS COLLEGE MANANTHAVA DY	Calicut University	2011	51
HIGHER SECONDARY	GMHSS VELLAMUNDA	Kerala State board.	2007	64
HIGH SCHOOL	GMHSS VELLAMUNDA	Kerala State board	2005	59

### Skill Sets

- Microsoft Outlook Express, Microsoft Word, Excel, PowerPoint, Access and Internet Information Services.
- IDC (Accounts Payable)
- Tally 9 ERP
- PEACHTREE
- QB
- AL BASEED
- Good Analytical and logical skills with problem solving abilities.
- Effective Communication skills.

### Personal Information

Date of Birth : 15/04/1990

Marital Status : Single

Gender : Male

Nationality : Indian

Languages Known : English, Malayalam and Arabic.

## **Declaration**

I hereby declare that above furnished details are true to the best of my knowledge and belief.

*References and Supporting Document available upon Request*

Thank you & Regards