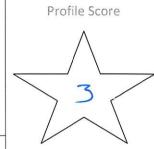




APPLICATION FORM - NEW REGISTRATION



NOVEMBER-2014

Recent Photograph	Date	2/11/2011	4	CV NO 98094				r.
Profession / Specialty	ALCOU	dard						
Industry / Projects	Any in	due try						
Nationality	Indian			Place of Birth / City of Orig	e of Birth / City of Origin Vellamuncla, Kernla			rala
Gender	✓ Male □ Female			Marital Status	la-S	Single - Married - Separated		
Religion	Islam			Birth date (DD-MON-YEAR)	15	15/04/1990		
Languages	Mother Tongi	ue Maleya	Other Languages English, Ameli, Arabic, Tamil					
Qualification	Bicom			V				
Gulf Experience	Years Months			Total Experience		2 Years 8 Months		
Gulf Driving License	□ Yes 🔽 No			Do you have own car?	□ Y	□ Yes ► No		
Visa Validity Date	024 M 12 Y 2014			Visa Status ₩Visit □ Em	nployment = Student = Dependent			
Employment Status	□ Employed back in Home Country □ Employed in Gulf ☑Job Less-Unemployed						ť	
Last Salary Drawn	Rency	Rency 11406		Last Salary Verified	WO.	⊘ Offer Letter □ Contract		
Expected Salary	Dirham	13000	N.	☐ Salary Increment Letter	₩P:	ay Slip	□ Stateme	nt
How much notice perio	d you will need	to join new po	sition	Can Join Immediate	1 Week	🗆 1 Month :	1	***************************************
Do you have any kind o	of health condition	on which can h	ampe	r you to perform your duti	es 3 7 Fi	t to work a Y	'es	
Do you have any kind o	of outstanding lo	ans / finance /	′ credi	t card facilities to repay?	No o	Yes		
Do you have any kind o	of civil or crimina	l cases pendin	g agai	nst you in any courts?	lo 🗆 Ye	S		
What is the reason for	your Job Search	? Dubai ho	ne i	vide oppostantia	?			
How many jobs you ha				How many interview of				
What is your talent? De a certified co tally ERP 9 Peace and Al Based	escribe in detail. unce as a untree, Qu	2 home and comprise Books,	ong whi	oleested Bicom, of seed Accounting now the Micros	and the	E here enethere nord, Ex	Comple Crorte el, Pone	ented 201 Now
PCL Certificate	Gulf Experience	1		Academic Scores - Mark Sheet		orked 2+ yrs wit		
Fitness Certificate	Gulf / Intl Driving	g License	Post	Graduate & Above Education	Pi	omoted in Previ	ous Job	
IT Literacy	Arabic Proficienc	.y	On J	ob Training Certificates	A	wards or Appreci	ation	
			IELT:	5 Proficiency	E	perience Verifie	d	
Bonus Score	+ Gulf Score	(+ Ed	ucation Score	+	Experience Sco	ore	
Based on documents veri	fied by our HR Ass	istants the cand	lidate l	nas achieved total score point	s of	Total Score		3



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	
	*
× 21	
a leading prov	der of Transformation and Outsourcing
services to Global 1000 companies in mult	iple industries including insurance,
banking, financial services, utilities, transp	ortation and travel. has established
in the year of 1999 in US which has got or	erations in 20 locations globally with an

Roles And Responsibilities

employee strength of 21000+

- 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

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

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