**Gulfjobseeker.com CV No:** **1271940**

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**CAREER OBJECTIVE**

Seeking a position in a dynamic organization which will enable me to apply my education and creative skills and provide the opportunity to constantly learn and apply emerging technologies.

**PROFESSIONAL EXPERIENCE I**

Associate Finance and Accounts August 2012 to November 2013

**XEROX SERVICES, KERALA, INDIA**

Key Responsibility:

* Accounts Payable Invoice processing
* Payment proposal running and settlement
* Travel and Expense claim process and settlement
* Preparing the EOD Report of Accounts Payable and T & E.
* Client E-mail and query handling
* Vendor maintenance and creation process
* Daily backlog report generation and reporting and Supporting month end activities
* Ability to initiate and perform analysis basis the given requirement artefacts.
* Handling the day to day activities along with minimum supervision.
* Execute & Manage the assigned tasks {analysis and production} specific to our Tower

**PREVIOUS PROFESSIONAL EXPERIENCE II**

Accounts and Administrative assistant June 2011 to July 2012

**MALABAR AGENCIES, KOZHIKODE, KERALA, (**A Vodafone mini store and Distribution)

Key Responsibility:

* Collection and Payment of Receipts
* Preparation of Final Accounts and Maintain Cash Book & Petty Cash
* Preparation of monthly reconciliation statement such as bank reconciliation, debtors and creditors’ reconciliation
* Submission of Reports and Final Accounts to Chartered Accountant Periodically
* Handled Accounts Receivable and Monitoring all administrative responsibilities

**PREVIOUS PROFESSIONAL EXPERIENCE III**

Store Supervisor May 2008 to Jun 2009

**MALABAR ASSOCIATES, KOZHIKODE, KERALA, (**Hindustan Unilever Distribution Agency)

Key Responsibility:

* Maintaining various ledger books
* Handling petty cash Account
* Handling administrative responsibilities

**EDUCATION**

**POST GRADUATION**

**Master of Business Administration (MBA) in Finance 76%**

Happy valley Business school under Anna University Coimbatore, (2009 -2011)

**GRADUATION**

**Bachelor of Business Administration (BBA) 61%**

Government College Mokeri under Calicut University, (2005 -2008)

**SCHOOL LEVEL**

**Higher Secondary Examination (State board, Kerala) 72%**

Govt. Vocational Higher Secondary school, Eramala (2005)

 **S. S. L. C (State board, Kerala) 52%**

Govt. Vocational Higher Secondary school, Eramala (2003)

**PROJECTS AND ASSIGNMENTS UNDERTAKEN**

* Final Project on Topic “An analysis of select automobile scrip’s performance using Sharpe, Treynor and Jensen measures” undertaken in India Info-line, Vadakara, during the period 1st March to 31st May 2011
* An Organizational study done in Cannanore Spinning and weaving mill- Mahe, during the period 2010 June.

**COMPUTER SKILLS**

* Operating System : Windows 98, XP, Vista & 7
* Packages : MS Office and Attributes
* Accounting Packages : Tally (ERP 9), SAP S3(Finance module, Accounts payable, Travel and expense), Peachtree

**PERSONAL PROFILE**

Age, Date of birth : 25, 29th May 1988

Gender : Male

Nationality : Indian

Religion, Caste : Islam, Mopla

Language known : English, Malayalam and Tamil

Strengths : Positive Attitude, Adaptable, Fast learner, Trustworthy, Team player

Area of interests : Finance, Accounts, Admin

Visa Status : Resident (Transferable)

**DECLARATION**

I declare that the information furnished above are true & correct to the best of my knowledge.

Doha

March 29, 2014