

**YAHUL**

**YAHUL.248197@2freemail.com**

 **Objective**

To join a position of responsibility in a professionally managed progressive organization that provides conductive learning and development.

**Academic Qualification**

* Master’s Degree in Commerce. (University of Calicut 1996-98)
* Bachelor’s Degree in Commerce. (University of Calicut 1992-1994)
* Diploma in Air Travel and Tourism Management.
* (Canada-India Co-operational Project 1998-99)

**Technical Qualification**

* Type writing English (Government of Kerala 29-10-1994, Higher)
* Type Writing English (Government of Kerala 16-04-1994, Lower)
* PGDCA in Computer application.
* Sound working knowledge in PEATCH TREE, TALLY and FOCUS with ERP Environment.

**Work Experience**

* INTRACELL TELECOM LLC, Deira. Dubai. (Mobile Whole sale & Retail ) (2012 to till date)
* WAVED NET COMPUTERS LLC (Group), Bur-Dubai. (Computer Whole sale & Retail) (2003 - 2012)
* CHOKAH TRADING (General Trading), Sharjah. (2001 - 2003)
* ARAKKAL JEWELLERS, Pattambi, Palakkad, Kerala, India. (1993 - 2001)
* EXPOSURE
* Compiles and analyse financial information to prepare entries to books of accounts, such as general ledger accounts, documenting business transactions.
* Processing of standard journal entries.
* Entering day to day data’s such as Local Purcase and Overseas Purchase and preparing necessary supporting documents.
* Analyse daily banking transactions and journal entries.
* Reconcile sub-ledger accounts (such as inventory).
* Payroll reconciliation.
* Follow up debtors/creditors as per over due list with agreed terms and conditions.
* Verification of petty cash expenses as per the supporting vouchers.
* Prepare daily profit report excel spread sheet for analysis.
* Verify and reconcile contracts, orders, vouchers, and prepare reports to substantiate individual transactions prior to settlement.
* Monitor with generally accepted principles and company procedures.
* Review, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
* Prepare monthly schedules for passing closing entries.
* Prepare monthly profit or loss account and Balance Sheet.

**Strength’s**

* Good listener and Quick learner.
* Honest and dedicated person.
* Hard working.
* Ability to deal with people diplomatically.

**Personal Information**

Nationality **:** Indian.

Gender **:** Male.

 Date of Birth : 16.05.1973

Religion : Islam.

Marital Status **:** Married.

Languages Known

Can Read : Malayalam, English,Hindi, Arabic.

Can Write : Malayalam, English, Hindi, Arabic.

**Passport & Visa Details**

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**CRENDENTIAL**

**UAE DRIVING LICENCE**

**PERSONAL INFORMATION**

Date of Issue : 16-06-2013

Date of Expiry : 15-06-2023

Place of issue : DUBAI

Visa status : Employment visa (Transferable)

Visa Expiry : 12-02-2017

**Declaration**

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