**CURRICULAM VITAE**

Sunil

Sunil.260906@2freemail.com

**OBJECTIVE:**

To work in an organization that provides equal opportunities to foster growth as an individual as well as professionally and to lead or to be a Part of a highly dynamic team that supports team work and leadership qualities within the organization and to deliver timely results without compromising on quality.

**EDUCATIONAL QUALIFICATION**

* **MBA -** Master in Business Managements
* **B.Com, -** Bachelor of Commerce and computer application accounting

**PROFFESIONAL EXPERIENCE**

**Assistant Accountant**

From July 2013 - To Date - Star Security Services LLC, UAE

**Junior Accountants Assistants**

February 2011- To – December 2012 – Akbar Travels Pvt Ltd, India

**JOB PROFILE**

* Invoice Preparation through Systems for complete UAE clients.
* Checking Time Sheets with invoices&preparing and attaching supporting documents.
* Invoice summary preparation and reports to management.
* Invoice submission to clients through concern supporting staffs.
* Invoice acknowledgement copy receiving record & confirming that all distributed.
* Invoice enters in the Excel statements and prepares reports.
* Keeping record of ADNOC Attendance Sheet, Service Order, Leave, Sick Leave Certificates & others.
* ADNOC Invoicing & Pending record maintaining.
* Payments receiving.
* Payments entering in the Systems.
* Payments entering in the Excel Statements.
* Collection Report.
* Receivable Statements region wise.
* Receivable Statements ageing wise.
* Receivable Closing between Excel & Systems.
* Issuance of Receivable Debit/Credit Notes.
* Payments follow up.
* Letter writing to the Clients & others.
* Email corresponding with clients about receivable.
* Issuance of Bank Guarantee & Bid Bond.
* Letter issue for Bank Guarantee & Bid Bond Return.
* Keeping Record of Guarantee Details.
* Petty cash preparation
* Preparing leave Salary & final settlement of security guards.

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| PERSONAL SKILLS |

* Confident in handling any task given with proven records.
* Can fit into any type of environment to perform efficiently and effectively.
* Effective English Communication and Interpersonal skills.
* Ability to deal people diplomatically.

#### COMPUTER SKILLS

* Peachtree, TALLY ERP 9, Focus Reach, Quick books
* MS Office Applications
* PowerPoint

**PERSONAL DETAILS**

DOB : 15-11-1988

Marital status : Single

Languages known : English, &Malayalam, (Read&Write) Hindi (speak)