**RESUME**

***SUHAIL JALEEL P A***

**CAREER PROFILE :**

A highly dynamic, organized and skilled accountant with diverse knowledge of operating accounting department. Seeking a position as accountant to utilize my skills and experience in a renowned organization

**PROFESSIONAL STRENGTHS :**

* Possess 3 years of professional experience in the mentioned field
* Highly proficient in handling customer care services
* Possess excellent communication and interpersonal skills
* Ability to deal professionally with a number of external and internal customers
* Quick learner and possess creative problem solving skills
* Ability to adapt to new processes within limited time frame
* Familiar with basic operating systems like Microsoft Outlook, Office and the Internet
* Self-motivator and ability to work in a fast paced work environment
* Ability to convince and satisfy customers
* Excellent team player with good listening skills

**PROFESSIONAL EXPERIENCE:**

**INDUS MOTORS MUVATTUPUZHA**

Indus Motor Company Private Limited (“Indus”) entered into Maruti dealership business in 1986 in Calicut, Kerala. With the launch of M-800 by Maruti Suzuki India Limited (MSIL) in 1984, the company got its first dealership in Calicut. Over years, the company expanded its dealership to Trivandrum, Cochin, Muvattupuzha Indus Motor Company Private Limited (“Indus”) entered into Maruti dealership business in 1986 in Calicut, Kerala. With the launch of M-800 by Maruti Suzuki India Limited (MSIL) in 1984, the company got its first dealership in Calicut. Over years, the company expanded its dealership to Trivandrum, Cochin, Muvattupuzha (Ernakulam district) and other districts of Kerala. (Ernakulam district) and other districts of Kerala.

#### Designation: Accountant

#### Duration: May 2014 to 2016

#### Job Profile:

#### Handled the tasks of recording and scrutinizing the complaints received from customers

#### Managed vendor accounts, generating weekly on demand cheque.

#### Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.

#### Created budgets and forecasts for the management group.

#### Ensured compliance with accounting deadlines

#### Assigned the tasks of providing timely responses to the queries and complaints of customers

#### Handled the tasks of making outbound sales for new and existing customers

**EDUCATIONAL QUALIFICATION:**

* B.Com (Finance & Taxation) Degree holder from M.G University, Kottayam in 2016.
* Plus 2 from Kerala Higher Secondary Education in 2013 with First Class.
* Secondary Schooling from Ilahia Public School (C.B.S.E) Muvattupuzha in 2011 with Distinction.

**PERSONAL PROFILE:**

**AGE & DATE OF BIRTH : 21YEARS, 11-10-1994**

**SEX & MARITAL STATUS : MALE, SINGLE**

**RELIGION & CAST : ISLAM - MUSLIM**

**LANGUAGES KNOWN : ENGLISH, HINDI, MALAYALAM & ARABIC**

**Job Seeker First Name / CV No: 1811256**

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