

**SUHAIL**

[**SUHAIL.319619@2freemail.com**](mailto:SUHAIL.319619@2freemail.com)

|  |
| --- |
| **KEY STRENGTHS** |

|  |  |
| --- | --- |
| * Financial and Accounting Reports | * General Ledger |
| * Bank Reconciliations | * Job Costing |
| * Vendor Management | * Human Resources |
| * Payroll | * Collects and Analyses Data |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

|  |
| --- |
| **ACCOUNTS ASSISTANT** (2014 to 2016 ) |

***Elite Land General Trading L.L.C ,Rashidiya, DUBAI , U.A.E***  
**Duties and Responsibilities:  
Accounts Payable:**

* Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals and account coding in accordance with Ministry and agency requirements.
* Prepares cheques and associated reports, as required in accordance with agency schedules.
* Prepare and maintain pre-authorize payments monthly or as required.
* Prepare all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly.
* Enter and reconcile cheques cashed to accounting software monthly.
* Respond to vendor inquiries as required.

**Accounts Receivable:**

* Process all client or miscellaneous payments daily or as required to sub-ledger.
* Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with agency policies.
* Refer overdue accounts to Director of Finance for adjustments, write- off or collections.
* Prepare accounting adjustment forms where required.
* Respond to client or payer account inquiries as required.

**Payroll:**

* Maintain a working knowledge of the payroll processes and software and provide backup as required.

**General Ledger:**

* Assist the Director of Finance with monthly general ledger reconciliations as required.
* Prepare monthly bank reconciliations for approval of the Director of Finance.
* Assist with annual budget preparation as

|  |  |
| --- | --- |
| |  | | --- | | Accounts cum Admin Assistant ( 2010 to 2012 ) |   ***AL RUQEE INDUSTRIAL MARKETING,***  ***AL KHOBAR, SAUDI ARABIA***  *Key Responsibilities:*   * Managing all the sales related activity of the company. * Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation. * Prepared Invoice, Performa, etc. * Preparation of quotations according to the sales team requirement. * Maintaining Customer Purchase Order and executing in time. * Coordinating with accounts for generating Invoice against each purchase order. * Handling a high volume of customer enquiries whilst providing a high quality of service to each caller. * Writing up accurate and grammatically correct sales correspondence. * Tracking sales orders to ensure that they are scheduled and sent out on time. * Effectively communicating with customers in a professional and friendly manner. * Ordering and ensuring the delivery of goods to customers. * Supporting the field sales team. * Organizing sales promotional campaigns. * Contacting potential customers to arrange appointments. * Speaking with customers using clear and professional language. * Resolving any sales related issues with customers. * Completing the administrative needs of the Sales Department. * Making follow-up calls to confirm sakes orders or delivery dates. * Responding to sales queries via phone, e-mail and in writing. |

|  |
| --- |
| SALES EXECUTIVE ( 2012to 2014) |

***OLAY INTERNATIONAL Pvt. Ltd***

***KANNUR, INDIA***

*Key Responsibilities:*

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

|  |
| --- |
| **TOOLS & EXPERTISE** |

|  |  |
| --- | --- |
| **Accounting & Reporting Tools** | TALLY ERP 9 ,Peach Tree, Quick Books, , MS Excel |
| **Computer Know-how** | Microsoft Office (MS Word ,MS EXCEL,POWERPOINT) |

|  |
| --- |
| **PROFESSION CREDENTIALS** |

|  |  |
| --- | --- |
| **Diploma in Peach Tree, Quick books & Tally** | Cycore IT Academy , Kannur |

|  |
| --- |
| **ACADEMIC RECORD** |

|  |  |  |
| --- | --- | --- |
| **Degree/Certificate Earned** | **Year** | **Institute/University** |
| **Bachelor of Commerce** | 2008 | Calicut University, Kerala , India. |
| **H.S.E** | 2005 | Board of Public Examination , Kerala , India |
| **S.S.L.C** | 2003 | Board of Public Examination , Kerala , India |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** |  |
|  |  |
| Date of Birth: | 23 July 1987 |
| Religion: | Islam |
| Visa Status: | VISIT VISA |
|  |  |
| Nationality: | Indian |
| Marital Status: | single |
| Language Known: | Arabic,English,Hindi,Malayalam |

|  |
| --- |
| **REFERENCES** |

Will be furnished upon request.