

**SUHAIL**

**SUHAIL.319619@2freemail.com**

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| **KEY STRENGTHS** |

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

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| **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

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|  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.
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|  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.

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| **TOOLS & EXPERTISE** |

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

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| **PROFESSION CREDENTIALS** |

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

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| **ACADEMIC RECORD** |

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| **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 |

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

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| **REFERENCES** |

Will be furnished upon request.