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| 3129  Salih PMP  C/o-Contact**: +971503718643**  Email**:** [**sahil.341103@2freemail.com**](mailto:sahil.341103@2freemail.com)  **Personal Details**  Date of Birth: 27/12/1989  Nationality: Indian  Driving License: Valid Indian D/L  References: Available on Request Linguistic abilities: English, Hindi,Malayalam and Tamil  **Key Expertise**   * Preparation and analysis of financial reports which include income and loss statements, tax return issues and balance sheets. * Offering services to the public in need of financial advice and expertise. * Acting as management and corporate caretaker. * Taking care of matters related to money and small business matters. * Customer Relations * Telemarketing * Collections | Career Objective  Seeking a challenging career by occupying a suitable position  where I can expose my knowledge and qualification for  the betterment of the organization as well as to enhance my  Professional efficiency.  **Career History**   * 1 Year Experience Al Failaq Restaurant in Oman as   an Supervisor   * Two year’s experience in Al Madina Hyper Market Dubai as   an Accountant   * One year Sales experience in Pipe fields group of   Companies Cochin.   * One year Sales experience (Car Loans) in HDFC Bank Ltd   Kannur.  Educational Qualification   * B.Com with Computer Applications CMS College, Coimbatore,   (Bharathiar University) 2009- 2012 Tamilnadu, India.  Training/Seminars& Workshops Participated   * Participated Inter college Quiz Competition * Participated in Theatre workshop( Personality development programme by Calicut University) * St. John’s Ambulance First Aid Course Govt of India |

**Professional Experiences**

**Al Failaq Restaurant Oman**

Worked as an Restaurant Supervisor and Operations from 11 thSeptember2015 to 30th January 2017

**Al Madina Hypermarket Dubai**

Worked as an Accountant from 26th December 2013 to 10th September 2015

**HDFC Bank Ltd Kannur**

( Worked in Car loan & Bike loan Section as a Sales executive from 5thNovember 2012 to

30thNovember 2013)

**Pipefields Group of Companies**

(Worked as Sales executive (Inbound Sales) from 02nd May 2008 to 28th April 2009.

**Job Responsibilities in Oman Restaurant**

**Specific Duties Al Failaq Restaurant in Oman:**

* Responsible for guiding the hostess, waiter/waitress and bus boy/girls in the performance of their jobs.
* Responsible for ensuring sufficient operating guest supplies, beverage supplies and operating equipmentduring outlet’s operation.
* Responsible for the over all sanitation and cleanliness of the outlet during the shift.
* Responsible for the proper maintenance and good working order of all equipment, furniture andfixtures in the outlet.
* Responsible for consistently implementing the service standards and operating procedures in theoutlet.
* Responsible for ensuring sufficiency of manpower in the shift.
* Performs other duties and responsibilities assigned by immediate superior, which leads to guest

satisfaction and profit for the hotel.

**Job Responsibilities in Al Madina Hypermarket**

**Specific Duties In Al Madina Hypermarket Dubai:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.

* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.   
  Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related result
* Responsible for entering sales orders receipts and invoices.
* Responsible for Cash flow, balance sheets, daily records, financial reports, payments and receivables, Invoices settlement and collection.

**Computer Knowledge**

* Familiar with basic computer operation, SAP Entry, Email and Internet.
* Microsoft window XP, 98.7,10,Ms Office.

**Declaration**

I hereby declare that the above mentioned information’s are correct to the best of my knowledge and I bear the responsibility for the correctness of the above given facts.