

Contact HR Consultant for CV No: 341376

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Career Objective:**

To pursue a successful, challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and, at the same time, acquiring knowledge on the way to success.

**KEY RESPONSIBILITIES HANDLED**

* Finalize the day’s balance and prepare and print management reports.
* Experienced as a Cashier
* Experienced in data entry
* Experience in keeping the records of daily Financial transactions and analyzing the financial aspects of organization
* controlling and arrangement of finance

**Academic Qualification**

* **Graduation**

**BACHELOR OF COMMERCE** from University of Calicut. Kerala, India

* **DIPLOMA IN FOREIGN ACCOUNTING (DIFA)** from G-Tech computer center

**Experience**

* **cherri silks - Accountant Cum Document Controller** 2013-2016 (3 Years**)**
* **Shalimar Darbar Restaurant – Acccountant Cum Cashier** (6 months)
  + Main Duties Include
    - Maintaining finalization of accounts.
    - Posting all transactions to the computer.
    - Payroll preparation and disbursement of salary.

**CURRICULUM VITAE**

* Preparation of monthly, quarterly and annual financial statements.
* Maintaining and managing the receivables and payables up to-date.
* Preparation, maintaining and making payment of taxes.
* Collect the payment voucher of fixed assets purchase of each month.
* Responsible for managing all incoming and out going documents

**Personal Strengths**

* Project coordination and able to work well with all levels of Management and staff.
* Comprehensive problem solving abilities.
* Fast learner and hard worker
* Team leadership and good co-ordination skill
* Ability to deal with people diplomatically

**Languages Known**

* English
* Hindi
* Arabic (Read & Write)
* Malayalam

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.