**CURRICULUM VITAE**



**SALUMON.351898@2freemail.com**

**SALUMON**

**Objective:**

To work efficiently and effectively as well as grow with a prestigious organization in the field of Accounts and Admin where I want to expand my skill set and be of value added to the Company I join to help them also meet their goals.

**Work Experience:**

* 1 Year working experience as an Accountant at Shalimar Residency, Eranakulam, Kochi at INDIA.
* 2 Year working experience as an Accountant at Reliance Dubai Trading, Dubai at UAE.
* 2 Year working Experience as an Accountant at Al Fanar Super Market/ Al Fanar Restaurent at Sharjah

**Job Responsibilities:**

* Petty Cash, Bank book entry, Invoicing & follow up.
* Ledger Posting.
* Preparing Fixed Asset Schedules.
* Preparing & Passing Journal Voucher.
* Reconciliation of vendors & Customers accounts.
* Preparing monthly stock statements and verifying physically with books of accounts.
* Preparing Cash & Bank Payment vouchers & monitoring Bank transaction.
* Preparing daily sales report, inventories, purchase orders, quotations.

**As an Administrator** :

* Ensuring office procedures and systems operate efficiently.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Updating, processing and filing of all documents.

**Educational Qualification :**

* B Com (Co-Operation) (Kannur University)

**Computer skills**

* Competent user of Microsoft Word, Excel & Power point.
* Proficient in use of Internet, E-mail and well versed with accounting software ‘Tally’, Peachtree & Quick Books and IPOs
* Diploma in Computer Application

**Strength**

* Creative, hardworking and confident, A good team player, Co-operative, supportive.
* Good Accounting Skills & Computer Skills,
* Very organized and can be counted on to get the job done without supervision
* Maintain focus in demanding work environments, under deadline and pressure conditions.
* Professionally committed and responsible,
* Adapt easily to new situations, successfully handle a wide range of functions.

**Personal Details:**

Gender : Male

Date of Birth : 17 Aug 1989

Marital Status : Married

Nationality : Indian

Languages known : English, Hindi and Malayalam (mother tongue)

Mobility : Indian Driving License

I Salumon hereby declare that all the above-furnished informations are true to the best of my knowledge and belief.