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| latheef  **AREAS OF EXPERTISE:**   * *Management & Supervision* * *Business Development* * *MS Office Suite* * *Good Analytical Skills* * *Acquire & manage Clients* * *Operational Efficiency* * *Administration* * *People management* * *Customer Satisfaction* * *Improving Inefficiencies*   **PERSONAL SKILLS:**   * *Confidence* * *Deadline Led* * *Team Player* * *Team Leadership* * *Decision Making* * *Attention to details*   **QUALIFICATION:**  **Bachelor of Commerce**  Calicut University,  Kerala, India  **ADDITIONAL QUALIFIACATION:**   * *Advanced MS Excel* * *MS Word* * *PowerPoint* * *Adobe Illustrator* * *Adobe Photoshop* * *Tally* * *PACT* | **ABDUL**  [**Abdul.364241@2freemail.com**](mailto:Abdul.364241@2freemail.com)  **Professional Objective:**  Seeking a responsible & challenging position in a growth oriented progressive organization where my experience & skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth, Moves & relates effortlessly across all levels of Management.  **Experience:**  **12+ years Experience as Accountant/Admin (April 2004 – July 2016)**  **Linox Promoco LLC/Linox Creative Advertising LLC**  **Dubai/Sharja, UAE**  A leading marketing, event and display products company based in Sharjah. Linox also has a unit involved in production and supply of Promotional & Corporate Giveaways serving some of the most renowned international and regional brands in Middle East & Africa region since the year 2000.  **Responsibilities**   * Maintain the Fixed Asset and associated depreciation schedules on the Software System; provide monthly detail to the Management for General Journal entries; insure proper recording of new purchases and disposals. * Maintain Purchase Order Processing system. * Process Accounts Payable and receivable paper works. * Reviews and prepares financial statements and accounting reports for management including P&L Account, Balance Sheet and MIS Reports * Designs, revises, and implements accounting systems and procedures in accordance with generally accepted accounting principles and theories. * Reviews budgets and prepares related budget documents. Designs cost classification systems; develops guidelines to assign cost classifications to expenditures. * Determines and analyzes direct and indirect costs in order to determine the cost of finished goods. * Determine annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results. * Manage and Monitor cash flows, financial accounts and reporting to the Managing Director * Managing relationship and contacts between the company and the Suppliers / Clients / Vendors. * Maintain office services Main Activities, Design and implement office policies, Establish standards and procedures,  Organize office operations and procedures * Prepare mailings and priority shipments for the Finance/Accounting Department. * Prepare labels and maintain files as needed within the department. * Prepare correspondence as needed within the department. * Perform such other accounting, financial, or administrative tasks as may be required from time to time * Completes operational requirements by scheduling and assigning administrative projects; expediting work results. * Maintains workflow; implementing cost reductions; and developing reporting procedures. * Creates and revises systems and procedures by analyzing operating practices, record keeping systems, forms control, office layout, and budgetary and personnel requirements * Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. * Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. * Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time * Prepares and maintains accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. * Coordinates and resolves problems with end user departments and suppliers. * Manage Shipping/consignments of import and exports * Performs other related duties such as special assignments and annual major objectives as required. * Communicate with other company departments to follow through with customer issues · Communicate with sales, shipping, technical support, accounting and Quality Manage · * Manages Inventory management * Answer assigned rotating phone line and assist customers with orders and excellent customer service. * Perform all sales tasks required to create satisfied customers · * Supervise office staff, Prepare time sheets, Control correspondences, Review and approve supply requisitions and Liaise with other agencies, organizations and groups * Supervise and evaluate staff performance * Producing reports and statistical information when required   ***REFERENCES CAN BE ARRANGED ON REQUEST*** |