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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****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*** |