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| E:\THAHIR\PHOTOOZZZ\PHOTOSSSSSSS\BEFORE CAME TO OMAN.jpgAbuthahir **~** **Finance & Accounts ~ General Administration**Abuthahir.372519@2freemail.com  |
| core24x24icons Key Skills

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| Finance & Accounts |
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| Administration |
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| Commercial Operations |
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| Team Building & Leadership |
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| Compliance Management |
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| softskills24x24icons Soft Skills |
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 | A proficient analyst with expertise in strengthening companies to lead in highly Competitive situations. |
| knowledge24x24icons Profile Summary |
| * A competent professional with **over 8 years** of experience in **Finance & Accounts, General Administration and Financial Reporting & Analysis**
* Prepared and explained weekly profit & loss projections; established product line profit & loss statements to identify opportunities and risks
* Proficient in managing various activities like office administration, reconciliation of creditors and debtors accounts
* A result-oriented individual with strong analytical, communication, interpersonal and organizational skills
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|   | career24x24icons Career Timeline |
| Change Agent  Motivational Leader Thinker  Collaborator  Communicator  Planner  | Sep’05- May’08Salem Abdullah Rashidi & Sons Co as Genereral AccountantJune’08-July’13 Feb’13Mar’14- Jan’17Gold Park Jewellery as CashierDhofar Electricl Cont. Co LLC as Accountant |
| edu24x24icons Education* B.Com. from University of Calicut in 2004

exp24x24icons Work Experience**March’14- Jan’17 with Dhofar Electrical Cont.Co LLC, Oman as Accountant****Key Result Areas:*** Administering all ledger accounts; preparing and analyzing accounting records, financial statements and other financial reports to ensure accuracy
* Managing office administration, cash book management, petty cash management, monthly bank reconciliation statements while resolving the differences in timely manner
* Facilitating the preparation of salary statement for bank and office; maintaining book of accounts as well as following up for the payments
* Monitoring accuracy of information contained in financial reports and providing them to Auditors
* Performing various activities like all types of invoice preperations, credit control, quotation preparation
* Performing in the role of document controller for Electrical Projects and activities like obtain approvals for drawings from concerned authorities like municipality, water ,telephone departments

**June’08 – July’13 with Salem Abdullah Rashidi & sons Co, Oman as General Accountant****Key Result Areas:*** Administering all general ledger accounts; preparing and analyzing accounting records, financial statements and other financial reports to ensure accuracy
* Managing office administration, cash book management, monthly bank reconciliation statements while resolving the differences in timely manner
* Facilitating the preparation of salary statement for bank and office; maintaining book of accounts
* Administering the operations relating to the transportation of heavy Vehicles and Equipments
* Performing the activites like preparing the all types of invoicepreperation ,quotations and L/C
* Providing books of accounts and necessary information contained in financial reports to Internal and External auditors

Previous Experience**Sep’05 – May’08 with Gold Park jewellery , Kerala as Cashier**IT Skills* Proficient with the usage of MS-Office, Tally 9, Peach-tree Accounting,A+ Hardware course
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