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| E:\THAHIR\PHOTOOZZZ\PHOTOSSSSSSS\BEFORE CAME TO OMAN.jpg  Abuthahir  **~** **Finance & Accounts ~ General Administration**  [Abuthahir.372519@2freemail.com](mailto:Abuthahir.372519@2freemail.com) | |
| core24x24icons Key Skills     |  | | --- | | Finance & Accounts | |  | | Administration | |  | | Commercial Operations | |  | | Team Building & Leadership | |  | | Compliance Management | |  | |  | |  | |  | |  | |  | | softskills24x24icons Soft Skills | |  | |  | | 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 |
|  | career24x24icons Career Timeline |
| Change Agent      Motivational Leader    Thinker    Collaborator      Communicator      Planner | Sep’05- May’08  Salem Abdullah Rashidi & Sons Co as Genereral Accountant  June’08-July’13 Feb’13  Mar’14- Jan’17  Gold Park Jewellery as Cashier  Dhofar 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 | |