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**CURRICULUM VITAE**

**Sulaiman**

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Dubai – UAE

**OBJECTIVES**

Seeking a challenging environment, providing brain thrust, resource stimulation, enhancement, creativity, originality and professionalism to the core.

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATIONAL QUALIFICATION** |  |  |  |
| **Master of Business Administration** |  | (**M.B.A**) | 70% | 2015 |
| Anna University – Tamil Nadu – India |  |  |  |
| **Bachelor of Business Administration** | (**B.B.A**) | 66% | 2013 |
| Bharathidasan University – Tamil Nadu – India |  |  |
| **Diploma in Computer Application** |  |  |  | 2013 |
| Apollo Computer Education – Tamil Nadu – India. |  |  |
| **EMPLOYMENT HISTORY** | **:** | **3** Years |  |  |
|  |  |  |  |
| **1.** | **January’ 2012 – June’ 2013** |  | **Administrative Asst. / Document Controller** |
|  | From January 2012 to June’ 2013 - Working as a **Administrative Asst. / Document Controller** in |
|  | M/s. Thamim Constructions Building Cont. – Tamil Nadu – India. |  |  |

***Job Profile***

* Giving Secretarial support to the Manager and other superior staff in completing day-to-day company activities.
* To maintain log for all the incoming and outgoing correspondence.
* Create files accordingly and maintain the filing system.
* To send and receive E-mails.
* To distribute the documents to the concerned staff as indicated in the distribution list.
* To prepare letters as instructed by the Manager.

**2.** **November’ 2015 – June’ 2017** **Assistant Accountant Cum Cashier.**

From November 2015 to June’ 2017 - Working as a Assistant Accountant cum Cashier in M/s. Al Hadeed Manufacturing & Trading Pvt. Ltd - India

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***Job Profile- ACCOUNTANT***

* Monitoring daily collection and deposit in bank.
* Preparing vouchers for cash payment.
* Reconciliation of Bank Account.
* Reconciliation of Ledger Account with inter party Accounts.
* Entering Accounts Receivable & Payable Bill in system wise.
* Preparing MIS Report and forwarded to Head Office.
* Preparing Drivers, Staff & Helpers Salary in Payroll
* Vehicle master maintaining & Depreciation calculation.
* Auditing Import & Export Companies.
* Data Entry and Maintenance Files for all transaction.
* Telephone Operation & Customer Service.
* Preparing necessary statement as per auditor request.
* Accounts transaction entries posting with Tally Accounting package

***Job Profile - CASHIER***

* Implemented POS based transaction processing systems that enhanced billing and cashiering accuracy by 60%.
* Reduced waiting time for customers by 3 minutes on average through leveraging quick and effective automated bill generation mechanisms.
* Balanced cash drawer for the previous 6 months and removed all discrepancies within a fortnight of hiring.
* Trouble shooting software problems.
* Cash handling.
* Depositing the cash at the bank.
* Submitting cash collection report to the manager.
* Handling Petty cash book.

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT RECORD** | **:** | **3 Years** |  |
| January ’ 2012 | - | June’ 2013 | **Administrative Asst. / Document Controller** |  |
| M/s. Thamim Constructions Building Cont. |  |
|  |  |  | Tamil Nadu – India. |  |
| November’ 2015 | - | June’ 2017 | **Accountant Cum Cashier.** |  |
| Al-Hadeed Manufacturing & Trading Pvt.Ltd. |  |
|  |  |  |  |
|  |  |  | Tamil Nadu - India. |  |
| **COMPUTER KNOWLEDGE** |  |  |
| Operating System | **:** | Windows XP/7/10 |  |
| Word Processing | **:** | MS Word |  |
| Spread Sheets |  | **:** | MS Excel |  |
| Packages |  | **:** | Power Point |  |
| Database |  | **:** | MS Access |  |
| Internet Tools |  | **:** | Internet Explorer |  |
| E-mail Tools |  | **:** | MS Outlook, Outlook Express |  |
| Accounting Packages | **:** | TallyERP9 |  |

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| --- | --- | --- |
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| **ADDITIONAL SKILLS** | **:** | Skills in office administration and bank work. |
|  | **:** | Excellent experience in document control systems. |
|  | **:** | Updated the accounts receivable ledger and collected |
|  |  | outstanding accounts. |
|  | : | Prepared time cards and entered payroll information into |
|  |  | the payroll ledger. |
|  | : | Proficient in MS Office. |
|  | **:** | Proficient in e-mail and internet use. |
| **LANGUAGES KNOWN** |  |  |
| English | **:** | Read, Write, Speak |
| Tamil | **:** | Read, Write, Speak |
| **OTHER PARTICULARS** | **:** | Male, 11th August 1993, Unmarried, Indian, Muslim. |
| **VISA STATUS** | **:** | Visiting Visa (Transferable) valid up to Jan 30 2018 |



**Personal Strengths**

* Possess a pleasing personality.
* Quick learner and result oriented.
* Hardworking, energetic and sincere.
* Willing to learn and well organized.
* Team working and business orientation.

**Reference**

Will be furnished if required.

I hereby declare that the above statements made by me are true correct to the best of my knowledge and belief.

**Sulaiman**.

Dubai - UAE.