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| **AKBAR**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  | | | |  |  |  |  |  |  | |  | 3+ years experienced **ADMINISTRATOR /ASSISTANT ACCOUNTANT** with expertise in financial accounting and administration. Proven track record of ensuring the smooth functioning and running of all administrative activities. Working as part of a team and supporting the office managers, customers and enhancing internal and external customer satisfaction thereby improving bottom line profitability of the organisations worked with. | | | |  | |  |  |  |  |  |  |   **Experience**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | **Kerala - India**  **Administrator cum Assistant Accountant**  **Aug 2016 – Jun 2019** | | | |  |  |  |  | | | |  |  |  |  |  |  | |  | * **Plan and coordinate administrative procedures** and systems. * **Welcoming guests and customers** by greeting them and answering or directing inquiries. * **Producing information by transcribing**, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. * **Effectively & professionally answering** the telephone and **dealing with enquiries**. * **Issue invoices and bills** and sent them to customers through various channels. * **Collect all information needed to calculate bills** receivable (order amounts, discount rates etc.) * Check the **data input in the accounting system** to ensure **accuracy of final bill.** * **Coordinate office activities** and operations with compliance to **company policies.** * Maintaining a clean and **enjoyable working environment.** * Providing **accounts information** to internal departments. * **Receiving deliveries**, couriers, incoming faxes & arranging distribution to recipients. * **Issue customer account statements** periodically. * **Send reminders for payments** and contact customers when assigned. * Manage **agendas/travel arrangements/ appointments** etc. for the upper management. * Handling **external or internal communication.** * **Taking minutes** and **diary management.** * **Preparation of various reports** for managers. * Maintaining contact with clients to ensure **invoices is clear for payment.** * **Typing letters**, reports and other documents often of a sensitive and **confidential nature in corporate house style.** * **Managing** clerical or other **administrative staff**. * Avoids **legal challenges** by complying with legal requirements.   **KEY SKILLS AND COMPETENCIES**   * Ability to **meet a constant stream of deadlines**. * Demonstrated **ability to manage a team**. * **Good communication** and interpersonal skills. * **Highly detail-oriented** and organized. * Good all round knowledge in **School Accounting** and Finance. * Familiarity with **accounting software** and **well versed in excel.** * **Cash handling procedures** and transactions are carried out accurately. * **Trust worthy** and able to work in **highly confidential** environments. * Superior analytical and **problem-solving skills.** |  | |  | **Get In Touch**  [Akbar-394006@gulfjobseeker.com](mailto:Akbar-394006@gulfjobseeker.com)  **Professional skills**  **OFFICE MANAGEMENT**  **BILLING AND INVOICING**  **COORDINATING MEETINGS**  **FINANCIAL ACCOUNTING**  **ADMINISTRATIVE SUPPORT**  **MINUTE TAKING**  **COMPLAINT HANDLING**  **DOCUMENTATION AND FILING**  **EVALUATING INFORMATION**  **WRITING CORRESPONDENCE**  **CALENDAR MANAGEMENT**  **DATABASE MANAGEMENT**  **SCHOOL ACCOUNTING**  **Personal info**  **Gender** : Male  **Marital Status**: Single  **Languages**: English and Malayalam.  **DOB** : 22nd Jan 1994  **Driving license**: India  **Nationality**: Indian  **EDUCATION & training**   |  |  |  | | --- | --- | --- | |  |  | **B.Com**  University of Calicut, Kerala, India.  **Plus Two**  Kerala Higher Secondary Education  **DIFA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)** |   **Computer Skills**  Tally, Peechtree, Daceasy and Ms-Office |