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To:

The Manager

Human Resources Dept.

**Sub : Application for the post of Accountant/ Pay roll accountant/ Admin Assistant/ Commercial clerk.**

Dear Sir,

Being given to understand that there are vacancies in your esteemed organization; I would like to forward my application for your kind consideration. I have more than three year GCC experience in the field of finance, HR, purchasing and office administration. I enclose my Resume, References and Experience certificate which outline my professional experience and educational qualifications for your reference.

If you are call me for a face to face interview I can express more about myself regarding your requirement. Thanking you in anticipation and looking forward to hear from you.

Yours truly,

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| Career Objective |
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Seeking a position in Accounts /Administrative/Human resource or Buying (Purchasing) area where I can apply my education, experience, knowledge and skills; and at the same time looking for an opportunity for self development and a long term career opportunity with an esteemed organization.

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| Work Experience |
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* **Company : Masskar Hyper market (Muaither,Qatar)**

**Area of work : Finance and Administrative area.**

**Position : Cash Accountant (CCO)**

**Duration : Three Year and two months (2011 February to 2014 March)**

* **Company : Qatar projects, Construction company (Doha, Qatar)**

**Area of work : Administration**

**Position : Administrative executive**

**Duration : Three months (2010 November to 2011 February)**

* **Company : Pooja kalkandam Sweet Manufacturing (Kozhikode,india)**

**Area of work : Finance**

**Position : Accountant**

**Duration : 11 months 2009 December to 2010 October**

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| Educational Qualifications |
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* **Secondary Certificates (SSLC)**
* **Higher Secondary**
* **Bachelor Degree in Commerce (B.com with tally experience)**
* **Accounting packages**

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| Technical Qualifications |
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* **Operating System MS windows, Linux**
* **Software packages/ Programs, Microsoft Access, Microsoft Excel, Microsoft Word, Power Point, etc.**
* **Accounting packages/ Programs, Tally, Cosmic (Oracle based ERP package)**

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| **Key Strength** |

* Willing to handle the accounts up to finalization.
* Willing to handle the accounts through software as well as manual process.
* Well-developed research and analytical abilities to handle responsibilities independently.
* Excellent interpersonal skills, telephone manners and office etiquette.
* Able to establish priorities, manage time productively, and perform well under pressure proven ability to handle multiple task simultaneously and follow projects through to completion.
* Effective working alone or as a cooperative team member.
* Excellent PC skill.
* Ability to learn new accounts packages very quickly.
* Ability to deal with people diplomatically and good experienced working people for guidance.

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| JOB PROFILE |
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* **Duties include Day to day Accounting and Clerical activities.**
* **Preparation of Daily Cash Activity Report.**
* **Preparation of Daily Sales and Purchase Summery.**
* **Maintain and update all payments and receipts on daily basis.**
* **Handling of petty cash.**
* **Handling of office administration.**
* **Preparation of local purchase order.**
* **Interaction with external auditors and providing necessary information to them.**
* **Maintain registers like sales register, purchase and cheque register.**
* **Responsible to preparation of Bank Reconciliation Statement.**
* **Preparation of pay roll and HR related works.**
* **Responsible for maintain the accounts of Receivables without any overdue.**
* **Responsible for maintaining office records by keeping an up-to-date filing system.**
* **Cashier Supervision.**
* **Excellent Customer Service and Handling Customer Complaint.**

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| Language Proficiency |
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* **English ( Read, write, speak )**
* **Hindi (Read, write, speak)**
* **Malayalam ( Read, write, speak )**
* **Arabic (Read and write)**

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| Personal Details |
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* + - **Gender : Male**
    - **Nationality : Indian**
    - **Date of Birth : 04th August 1990**
    - **Marital Status : Single**
    - **Visa Status : Visit Visa**
    - **Hobbies : Reading & Listening music**

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| Declaration |
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**I hereby declare that the information given above is true to the best of my Knowledge and belief.**

**Date : 27/04/2014**