**Gulfjobseeker.com CV No:** **1337886**

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**Career Objective**

To serve in a growth oriented firm is a challenging role to put in the best of abilities to achieve the firm’s objectives and continuously enhance my skills and knowledge.

**Lines about Me**

I am an enthusiastic and forward-looking person, self-motivator and realistic in nature. Determined and dedicated to the work and also have great faith in god. I believe there is nothing as wonderful in life as being able to help someone else.

**Brief Details of Career and Work Experiences**

* Over 7 Years work experience in different fields of Inventory controller,Accountant, Audit Assistant, and Administrative Assistant.

**Educational Qualification**

* Bachelor of Commerce from University of Kerala, Kerala, India.
* Diploma in Computer Application ( All India Saksharatha Foundation, Kerala)
* Plus Two, Board of Higher Secondary Examination, Government of Kerala, India.
* Secondary School Leaving Certificate from Board of Kerala Govt.,

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**Computer Skills**

* Windows 08/07/XP/98, MS Office(MS Word, MS Excel, MS Power Point), SAP, Tally and Hardware Maintenance.
* Proficient typing speed and able to do any kind of reports.
* Software Installations.

**Skills:**

* Knowledge of MSOffice in Official formatting
* Efficient management and organizational abilities
* Have a good problem solving with analytic thinking
* Open minded to work in complex environment and projects

**Working Experience in Saudi Arabia**

**Company** : Abdullah Hassan Khalifa Al Bounain

Position : Accountant

Period : April 2009 to January 2015

**Working Experience in India**

Company : Rashi Peripherals Pvt Ltd

Position : Accountant

Period : July 2008 to February 2009

Company : Anil Joseph and Associates, Chartered Accountant Firm

Position : Audit Assistant.

Period : October 2007 to July 2008

Company : Exoro International

Position : Administrative Assistant.

Period : April 2007 to September 2007

**Duties and Responsibilities**

* Prepare Balance Sheet, Profit and loss statements and monthly closing reports.
* Compile and analyze financial information to prepare entries to accounts, such as general accounts ledger and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and accounting procedures.
* Bank reconciliation, Finalization of Accounts and prepare budget for annual and monthly.
* Purchased all raw materials and spares for all factory machinery.
* Dealt with incoming and outgoing mail, filing, faxing, photocopying, incoming phone calls, phoned customers to confirm orders and follow-up quotations which have been sent out.
* Raised all prices, quotes and dealt with any enquiries and complaints.
* Assisted the Commercial Manager with the Purchase Day Book and Cash book.
* Arranged payment for outstanding invoices.
* Prepare audit paperwork in accordance with standards and requirements
* Also dealt with the ordering and stock check of office equipment and factory stock.
* Handling of all routine document controlling and other related clerical works.
* Maintaining Proper filing system and filing of all legal documents.
* Preparing all types of official correspondence with all sorts of administrative related correspondence.
* Capable to work efficiently and effectively administrative responsibilities.
* Maintain Monthly accounts and petty cash.
* Processing incoming correspondence such as regular mails, faxes, and emails and addressed to the GM and distributing to the appropriate personnel.
* Preparation of invoices, Voucher receipts, Work orders, and material requests.
* Preparation of monthly Time sheets for sub contractors.
* Preparing vacation requests and traveling reports.
* Preparing of Quotations and monthly invoice statements.
* Arranging and coordinating transportations facilities toall the work locations and proper maintenance of the employee’s day to day records.
* Assisting superiors in all types of work.

**Personal details**

D.O.B : 20-03-1987

Gender : Male

Nationality : Indian

Language known : Malayalam, Hindi & English (Read, Write & Speak), Tamil (Speak)

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge. I consider myself familiar with technical aspects. I believe in hard work, try to multiply my strength and possess strong interpersonal skills. I am also confident of my ability to work in a team.

**Place : UAE**

**Date : February 8, 2015**