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**Objective:**

Aiming to work in progressive organization that gives me scope to update my knowledge, skill in accordance with the latest trends and be part of a team that dynamically works towards the growth of organization.

**Experience Summary:**

**Organization : Al Saj Cargo LLC,**

**Duration : TWO YEAR**

**Designation :** **Accountant**

**Responsibilities:**

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Report to management regarding the finances of establishment.
* Work as Internal Revenue Service agents.
* Serve as bankruptcy trustees and business valuators.
* Maintain and examine the records of government agencies.
* Appraise, evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
* Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, and long-range tax and estate plans.
* Regularly undertaking audits, involving the examination of the organization’s accounts, analyzing risk, inspecting the organization’s current practices, investigating any financial irregularities and recommending improvements.
* Advising clients on areas of business improvement, or dealing with insolvency
* Controlling income and expenditure including liaising with and administering payroll

**Work Experience Summary:**

**Organization :Al kabayel Oasis Trading LLC**

**Duration : 2009-2012**

**Designation :Sales Supervisor**

**Duties and responsibilities:**

* To assist the Sales Manager in leading, directing and motivating the sales team in order to achieve the overall corporate sales objectives.
* To assist the Sales Manager in revising and implementing the sales strategies plans.
* To assist the Sales Manager in generating sales opportunities by identifying appropriate business targets.
* To assist the Sales Manager in providing a professional and excellent level of customer service with existing and new customers.
* Supervise the shift that you are scheduled .
* Assist Sales Manager by completing all assigned duties .
* Clean up stations and facilities throughout shift and ensure bathroom products are adequately
* Stocked .Handle customer issues, resolution and communicate escalated issues to the Sales Manager .
* Create reports showing Sales %, install %, adherence, and attendance etc.
* Make sure all employees adhere to company policies and procedures (example: dress code, eating food at station, cell phone usage, etc.)
* Deliver positive feedback, Employee Rewards and Customer Recognitions to employee .
* Communicate all employee relations issues, concerns, and incidents to Sales Manager.
* Monitors calls, provide feedback to reps and assist reps on sales %, install %, and quality assurance goals.

**Organization :Happy Home Calicut, India,**

**Duration : 2007 to 2009**

**Designation : Receptionist/Accountant**

**Responsibilities:**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* direct persons to correct destination
* deal with queries from the public and customers
* ensure knowledge of staff movements in and out of organization
* Controlling the payroll
* Producing an accurate set of month-end accounts, with comparisons to forecasts and previous periods
* Preparing profit and loss accounts and the balance sheet for senior management
* Assisting in preparing budgets and business planning, including projected room revenue
* Reconciling bank statements
* Ensuring legislation is followed regarding VAT and PAYE
* Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow

**Skill Sets**

Fully competent at independently handling users’ software packages such as:

* Windows XP, Windows 95 & Windows 2000.
* Microsoft office 2003 & 2007
* Adobe Acrobat Professional
* MS Outlook
* Internet & E-mail

**Academic Qualification:**

* **2004-2007: B.B.M. [Bachelor of Business Management] [Kannur University, India]**
* **2002-2004: V.H.S.E. [Vocational Higher Secondary Education]**
* **2001-2002: S.S.L.C [Public Examination Board of Kerala]**

**PERSONAL INFORMATION:**

**Date of birth : 08th May 1985.**

**Marital Status : MARRIED**

**Hobbies : Reading, Browsing & playing Cricket**