**Curriculum Vitae**

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| ***NOUSHAD KOLOTHUTHODI***  **Dubai** |  |
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| **Career Objective:** |

**Seeking a challenging career to work with full dedication in the finance sector with a hearty and professional team at a dynamic organization and use my knowledge and expertise sincerely and efficiently on the responsibilities assigned to me and to meet the organizational objectives, and as well as to develop further.**

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| **Personal skills:** |

* **Comprehensive problem solving abilities**
* **Good verbal and written Communication Skills**
* **Ability to deal with people diplomatically**
* **Quick Learning Skill**
* **Good communication & interpersonal skills.**
* **Hard working.**
* **Self-belief & optimistic attitude.**
* **Disciplined and Honest.**
* **Ability to work under pressure and tight work schedule.**

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| **Educational Qualification:** |

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| **Completed CPA (Certified Professional Accountant)** | **IPA–Institute of Professional Accounting** |
| **+2 (Higher Secondary ) Commerce** | **University of Calicut**  **India March 2006** |

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| **IPA–Institute of Professional Accounting:** |

* **(An Exclusive Accountant’s Training Institute, Registered under Ministry of Finance, India)**
* **Completed CPA (Certified Professional Accountant)**

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| **Computer knowledge:** |

* **Auto CAD, MS office packages (Microsoft Excel & word) & Computer fundamentals**

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| **Computerized Accounting:** |

* **Tally 9 and Peachtree**

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| **Work Experience:** |

**Arabital Shipping (Logistics) (Qatar):**

**Position : Accountant**

**Period : From October 2013 to February 2016**

* **To receive and process all invoices, expense forms and requests for payment.**
* **To maintain and reconcile the Direct Debit mandates.**
* **To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.**
* **Prepare cheques for payment.**
* **Explain billing invoices and accounting policies to staff, vendors and clients.**
* **Payments follow up trough mail and phone.**
* **Monthly Bank reconciliation as per the bank statement.**
* **Administers online banking functions**
* **Making invoice as per the quotation**
* **Maintain office files**
* **To ensure all filing is done in a timely and accurate manner**
* **Performs all Administration works.**
* **Coordinates monthly payroll functions for the employees.**
* **Assisting to prepare financial closing reports.**

**SKY Orix (NDIA Project)**

**Position : Accountant**

**Period : From October 2012 to 2013 October (Till end of the project )**

* **To receive and process all invoices, expense forms and requests for payment.**
* **Verify calculations and input codes in to the Accounts system in an accurate manner.**
* **Explain billing invoices and accounting policies to staff, vendors and clients.**
* **Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.**
* **Prepare cheques for payment.**

**Bin- Desml (Qatar):**

**Position : Accountant**

**Period : From October 2010 to 2012 January**

**Duties & Responsibilities;**

* **Prepare profit and loss statements and monthly closing and cost accounting reports.**
* **Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.**
* **Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.**
* **Monitor and review accounting and related system reports for accuracy and completeness.**
* **Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.**
* **Explain billing invoices and accounting policies to staff, vendors and clients.**
* **Resolve accounting discrepancies.**
* **Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.**
* **Supervise the input and handling of financial data and reports for the company's automated financial systems.**

**KHRDE (India):**

**Position : Asst. Accountant and Asst. HR manager**

**Duties & Responsibilities;**

* **To receive and process all invoices, expense forms and requests for payment.**
* **To maintain and reconcile the Direct Debit mandates.**
* **To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.**
* **Prepare cheques for payment.**
* **Performance management and improvement tracking systems;**
* **Employee orientation, development, and training logistics and recordkeeping;**
* **Assisting with employee relations;**
* **Company-wide committee Facilitation and participation;**
* **Company employee communication**
* **Compensation and benefits administration and recordkeeping;**
* **Employee safety, welfare, wellness, and health reporting; and**
* **Employee services;**
* **Maintaining employee files and the HR filing system**

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| **Personal Details:** |

**Date of Birth : 26th July 1987**

**Nationality : Indian**

**Gender : Male**

**Marital Status : Single**

**Religion : Islam**

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| **Language Proficiency :** |

* **English Read, Write and Speak**
* **Arabic Read and Write**
* **Malayalam Native**

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| **Hobbies:** |

* **Travelling, Music and Film**

**Job Seeker First Name / CV No: 1819530**

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