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| C:\Users\Sales\Desktop\MSA\MSA PHOTO.jpg | **CURRICULUM VITAE**  **SALEEM(M-COM)**  Email : [**saleem.382162@2freemail.com**](mailto:saleem.382162@2freemail.com) |

***ACCOUNTING, ADMINISTRATION& SECRETARIAL***

**PERSONAL PROFILE**

Date of Birth : 20/05/1983

Sex : Male

Marital status : Married

Languages : English, Hindi, Malayalam, Tamil, Arabic

Nationality : Indian

Religion: Islam

Visa Status : Visiting Visa

Till : 06/10/2018

Computer skill :MS Office packages (Excel, Word and Power point)

Email: saleem535@gmail.com

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**Career Targeting Field**

**OBJECTIVES**

Professionally assist the organization in achieving their goals and long term success, with upgrading my knowledge and enhancing skill. To keep adding values to myself and to the organization to which I serve.

**PROFILE SUMMARY**

* ***Senior Accountant***  (***Accounts)*** with 1+ years experience in Able International Doha Qatar, Sharjah UAE
* ***Senior Accountant*** (***Accounting)***with 3 years experience in Josoor Travel & Tourism . Al Qassim –KSA .
* ***Accountant***  with 2 years experience in Trans Global Trading & Contracting Co Doha -Qatar
* ***Senor Assistant*** – Kerala State Electricity Board (3 years)
* Professionally Qualified with Master in Commerce ***(M-COM)*** from Madurai Kamaraj University India.
* Bachelor of Commerce (B.Com) from Calicut University in India.
* Certified Professional Accountant( CPA ) from IPA
* SAP from IPA

**EDUCATIONAL QUALIFICATIONS**

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| **Qualified Examinations** | **Institution** | **Year** |
| **M-COM** | **Madurai Kamaraj University** | 2008 |
| **B-COM** | **Calicut University, Kerala, India** | 2006 |
| **PGDCA** | **IHRD KERALA** | 2007 |
| **10TH** | **State Board, Kerala, India** | 1999 |

**Firm: Al Able Trading & Contracting Co W L L Doha –Qatar.**

**PROFESSIONAL EXPERIENCE**

**Period**  **:** From 05November 2016 to 3rd march 2018.

**Work Schedule :** Performed as ***Sr Accountant .***

* Maintaining books of accounts under the respective accounting software used for auditing purposes
* Payroll preparation of the staff
* Check and follow up with Accounts Receivables and Account payables.
* MonthlyProfitability Evaluation of projects and clients based on the cost sheet .
* Monthly Payable and receivable aging and submitting the report to top management.
* Responsibilities belonging to payroll enrolment and related works, all staff payroll calculation and transfer list preparation WPS and submitting to bank .
* Monitoring and inspecting various department Petty cash.
* Verification Of cheque and vouchers
* Bank Reconciliation.
* Monitoring and supports given to all accounts people to complete the works in the time limit
* Handling the correspondence works related to accounts department

**II.Firm: Josoor Travel &TourismBuraydah, Al-Qassim Saudi Arabia**

**Period**  **:**April 2013 to May 2016.

**Work Schedule :** Performed as***Senior Accountant.***

* Maintaining books of accounts under the respective accounting software used for auditing purposes
* Recording of daily transactions in the proper books of accounts, generating invoices
* Bank reconciliations & monitoring Bank Accounts
* Payroll preparation of the staff
* Follow up with the outstanding.
* Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Check and follow up with Accounts Receivables and Account payables.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Report to management regarding the finances of establishment.
* Establish tables of accounts and assign entries to proper accounts.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Advise management about issues such as resource utilization.
* Provide internal and external auditing services for businesses or individuals.
* Prepare profit and loss account and Financial Balance sheet.

**III. Company:Trans Global Trading & Contracting Co, Doha- Qatar.**

**Period :** From 07 February 2013 to 12March 2014.

**Work Schedule : Performed as an *Accountant* .**

* Maintain a system of office hard files & soft files
* Payroll preparation of the staff & revolving fund custodian
* Checking & monitoring of cheques issued by customers
* Prepare and send **invoices** to clients.
* Updating & controlling the accounts receivable
* Bank reconciliations & monitoring Bank Accounts
* **Meetings** with clients and officers related with company.
* Maintaining books of accounts under the respective accounting software used for auditing purposes
* Recording of daily transactions in the proper books of accounts, generating invoices
* Arranging employee's leave & work schedule

**IV. Company:Kerala State Electricity Board Vadakkencherry, Palakkad, Kerala**

Period: July 2007 to December 2009

**Work Schedule**: Performed as Senior Assistant (Accounts)

* Maintain a system of office hard files & soft files
* Maintaining Consumers Personal Ledger
* Checking & monitoring Collection Procedure
* Preparing Daily, Weekly & Monthly reports
* Drafting letters
* Attending Meetings
* Preparing Monthly Reports

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| **DECLARATION** |
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I hereby declare that the above details are true to the best of my knowledge and belief that I am in possession of the documents in proof of the claim made in the resume.