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| **AKBAR**

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|  | 3+ years experienced **ADMINISTRATOR /ASSISTANT ACCOUNTANT** with expertise in financial accounting and administration. Proven track record of ensuring the smooth functioning and running of all administrative activities. Working as part of a team and supporting the office managers, customers and enhancing internal and external customer satisfaction thereby improving bottom line profitability of the organisations worked with. |  |
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**Experience**

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|  |  | **Kerala - India****Administrator cum Assistant Accountant****Aug 2016 – Jun 2019** |
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|  | * **Plan and coordinate administrative procedures** and systems.
* **Welcoming guests and customers** by greeting them and answering or directing inquiries.
* **Producing information by transcribing**, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* **Effectively & professionally answering** the telephone and **dealing with enquiries**.
* **Issue invoices and bills** and sent them to customers through various channels.
* **Collect all information needed to calculate bills** receivable (order amounts, discount rates etc.)
* Check the **data input in the accounting system** to ensure **accuracy of final bill.**
* **Coordinate office activities** and operations with compliance to **company policies.**
* Maintaining a clean and **enjoyable working environment.**
* Providing **accounts information** to internal departments.
* **Receiving deliveries**, couriers, incoming faxes & arranging distribution to recipients.
* **Issue customer account statements** periodically.
* **Send reminders for payments** and contact customers when assigned.
* Manage **agendas/travel arrangements/ appointments** etc. for the upper management.
* Handling **external or internal communication.**
* **Taking minutes** and **diary management.**
* **Preparation of various reports** for managers.
* Maintaining contact with clients to ensure **invoices is clear for payment.**
* **Typing letters**, reports and other documents often of a sensitive and **confidential nature in corporate house style.**
* **Managing** clerical or other **administrative staff**.
* Avoids **legal challenges** by complying with legal requirements.

**KEY SKILLS AND COMPETENCIES*** Ability to **meet a constant stream of deadlines**.
* Demonstrated **ability to manage a team**.
* **Good communication** and interpersonal skills.
* **Highly detail-oriented** and organized.
* Good all round knowledge in **School Accounting** and Finance.
* Familiarity with **accounting software** and **well versed in excel.**
* **Cash handling procedures** and transactions are carried out accurately.
* **Trust worthy** and able to work in **highly confidential** environments.
* Superior analytical and **problem-solving skills.**
 |  |

 |  |  **Get In Touch** Akbar-394006@gulfjobseeker.com  **Professional skills****OFFICE MANAGEMENT****BILLING AND INVOICING****COORDINATING MEETINGS** **FINANCIAL ACCOUNTING** **ADMINISTRATIVE SUPPORT** **MINUTE TAKING****COMPLAINT HANDLING****DOCUMENTATION AND FILING****EVALUATING INFORMATION****WRITING CORRESPONDENCE****CALENDAR MANAGEMENT****DATABASE MANAGEMENT****SCHOOL ACCOUNTING** **Personal info****Gender** : Male**Marital Status**: Single**Languages**: English and Malayalam.**DOB** : 22nd Jan 1994**Driving license**: India**Nationality**: Indian**EDUCATION & training**

|  |  |  |
| --- | --- | --- |
|  |  | **B.Com**University of Calicut, Kerala, India.**Plus Two**Kerala Higher Secondary Education**DIFA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)** |

 **Computer Skills**Tally, Peechtree, Daceasy and Ms-Office |