



CV#40000163
DOHA, QATAR
MOBILE:+974

OBJECTIVE:

Seeking a Position in **Accounting**/Administration/Finance with a well known organization where I can utilize my interpersonal and professional talents to maximize the efficiency and to be a part of Company's growth.

WORK EXPERIENCE:

PROFILE IN BRIEF:

- Post Graduated (**M.com Finance**).
- **3 years'** experience in Accounting and administration.
- Experience in Petty Cash Handling, invoicing, payment runs, reconciliation, Quotation, Payroll and Leave settlements.
- Experience in Accounting Package, Tally ERP 9, Max trade, Quick books and peach tree.

PERSONAL DETAILS

DATE OF BIRTH:

07th FEBRUARY 1991

MARITAL STATUS:

SINGLE

PASSPORT DETAIL:

No: J6153330

VISA STATUS:

WORK VISA WITH NOC

RELIGION:

MUSLIM

NATIONALITY:

INDIAN

GENDER:

MALE

LANGUAGE KNOWN:

English, Arabic ,Hindi, Tamil and Malayalam

CAPABILITIES:

- **Communication-Deals**

❖ **ALSAI LIBRARY (DOHA,QATAR)**

Position: **Accountant**

Period : **15th March 2014 – at present**

Job Profile:

- Handling all business transaction through computerized system.
- Managing bank deposit and take care of banking transaction.
- Preparation of Quotation, Purchase order, Sales and Purchase invoice.
- Preparing of monthly Sales report, Collection report and Bank reconciliation in excel.
- Avoiding outstanding expenses and managing the petty cash
- Preparing cash position of the bank on daily, quarterly and monthly basis
- Assigning entries to proper accounts
- Preparing and analyzing accounting records and financial statement reports

❖ **POPULAR VEHICLE AND SERVICES KERALA, INDIA**

Position: **Accountant**

Period : **02nd August 2013 - 07th February 2014**

Job Profile:

- Preparing monthly as well as quarterly financial statement.
- Handling and maintaining accounts up to finalization.
- Issuing and booking of receipt and payment.
- Establishment of table account.
- Preparation of monthly statement of accounts.
- Dealing with bank regarding deposit.
- Monitoring sales, purchase and inventory.

ACADEMIC QUALIFICATION:

➤ **Master of commerce (M.com Finance)**

Kannur university,kerala,india

➤ **Bachelor of Commerce (B.com with Computer application)**

Kannur university,kerala,india

➤ **Certified e-accountant** business accounting course from

with customer at all level via telephone and email, to ensure successful communication via actively listening and probing questions.

- **Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
- **Excellent leader ship qualities**- was selected at the college entrepreneurship club secretary.

KEY CHALLENGES:

Well-organized management and good team People Player as well, in order to surpass the company's goals and expectations.

QUALIFICATION HIGHLIGHTS:

- Highly competent, self-motivated and hardworking with the ability to rapidly learn and apply new skills.
- Equally effective working independently collaboratively in a team effort.
- Computer literate. Able to easily learn and use diverse application.
- Can work under pressure with minimal supervision.

spectrum computer education in Kannur,kerala,india.

TECHNICAL SKILL:

- **Office management**- MS office XP, MS office 2007 (MS word, MS power point, MS excel), internet browsing, online communication.
- **Accounts software**- tally 7.2, tally ERP9, Peachtree accounting, quick books accounting, smacc, advanced excel.

PROJECT WORK:

- As the part of my PG programme I have done a project on the topic "a study on financial performance of irinave weavers industrial co-operative society"

ACHIEVMENT:

- NSS Student co-ordinator - wiras college and government high secondary school.
- Student organizer – inter college management fest.

EXPECTATION FROM ORGANIZATION:

A healthy environment to reach my full potential Constant learning opportunities and grow with organization in terms of all respect

