

# **RESUME**



SUNIL KUMAR K.V  
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Sharjah

## **CAREER OBJECTIVE**

A Strategic thinker with excellent communication and organizational skills. I possess an ability to perform a multi-task, along with immense flexibility in handling a variety of projects and alter priorities simultaneously.

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## **AREAS OF EXPOSURE & DETAILED JOB RESPONSIBILITY:**

### **Noor Al Misbah Technical Services LLC, Dubai, UAE**

**Designation: Accounts Assistant 01<sup>st</sup> December 2015 onwards.**

#### **Role and Responsibilities:**

- \* Maintaining the accounts of Noor Al Misbah in computer as well as manual.
- \* Preparing invoices, payment vouchers, receipt vouchers etc for the companies.
- \* Doing the data entry of company.
- \* Scrutinizing the debtors account, creditors account, and staff balances etc.
- \* Also preparing monthly schedules of depreciation, prepaid expenses, outstanding expenses & cash flow statements & preparing monthly summary of petty Cash
- \* Doing monthly reconciliation of the banks.
- \* Generating inventory aging reports on a monthly basis and follow up with the sales department for movement of old stock

#### **Administration :**

Checking the e-mails of the company and passing on the information to the management. Opening Files for different clients and filing the papers into it. Also receiving the telephone calls and communicating with the concerned person regarding it. Also preparing letters to be submitted to the bank and replying the customers regarding their queries.

### **Kanoon Technical Cont. LLC**

**Designation: Accounts. Assistant 01<sup>st</sup> May 2013 to 30th April 2015**

#### **Role and Responsibilities:**

- Ensure that the cashbook is properly maintained and updated.

- Prepare daily transaction list, Cash account details and attendance report at the end of the day.
- Proper Control of administration
- Verification of physical cash balances at the end of the day.
- Ensure voucher authorization, issue of cheque, etc.

#### Monthly bases

- Ensure that job rotation has been strictly complained on monthly intervals among employees.
- Ensure month end process has been done properly.
- Ensure that salary statement of employees have been sent back duly signed within 2 days after getting salary.

### **SUMMARY OF QUALIFICATION**

#### **ACADEMIC:**

B.COM from Kannur University (Kerala, India)

HSE(Plus two) from Kerala state (Kerala, India)

#### **TECHNICAL:**

Knowledge in MS Word, MS Excel, MS Power point.

Familiar with Email and Internet usage.

Usage in Tally (7.2)

#### **STRENGTH**

A patient, hardworking, highly disciplined individual who cares a lot for others. Good communication along with interpersonal skills and interested to work with multicultural and multi linguistic working environment.

#### **PERSONAL DETAILS**

Nationality	:	Indian
Passport No.	:	H5499896
Place of Birth	:	Kerala-India
Date of birth	:	26.06.1990
Driving License	:	Valid UAE driving License (License No: 550623, Issued: 16 <sup>th</sup> December 2013.
Visa Status	:	Employment Visa (Transferable)
Language	:	English, Hindi, Malayalam

#### **DECLARATION**

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief.

Sunil Kumar K.V