

SHABIN KAMALUDHEEN

Personal Profile



Address for

Communication :

MR House

Perakkonam

Pappanamcode,

Trivandrum-695018

E-mail:

Shabinkamaludheen5@gmail.com

Current Location:

Trivandrum

Contact:

Mob: +91-9061735466

Personal Data:

Date of Birth :

05/02/1993

Gender : Male

Marital Status: Single

Nationality : Indian

Religion : Muslim

Languages Known:

English, Hindi ,Tamil & Malayalam

Personal Strengths

- Good understanding ability
- Ability to work in a team
- Well prepared to adapt to difficult

CAREER OBJECTIVE

To pursue a successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization and, at the same time acquiring knowledge on the road to success.

CAREER EXPERIENCES

- **ACCOUNTANT in SAMANN INVESTMENT PVT LTD at Hulhumale' Maldives**
- **JUNIOR RELATIONSHIP EXECUTIVE in MUTHOOT FINANCE LTD.**
- **ACCOUNTS ASSISTANT in AMINA ENTERPRISES**

JOB DESCRIPTION

- **SAMANN INVESTMENT PVT LTD - Jan 9th , 2017 to jan 22nd , 2020 (3 Years)**
Designation: **ACCOUNTANT**

Job Responsibilities:

- Preparing Daily Reports - POS Sales report and Revenue reports
- Preparing Cash Book and Petty Cash book
- Maintaining Sundry Debtors Statements
- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business
- Budgeting and forecasting
- Planning and monitoring
- Pricing of the products
- Optimized roles at all levels, facilitated communication and adjusted culture to be more open and productive.
- Performed heavy bank reconciliations and cash flow statements.
- Computed, recorded, and proofread data, records and reports.
- Documented process flows and developed requirements for functional improvements and enhancements.
- Calculated, prepared, and issued bills, invoices and account statements according to established procedures.
- Reported and consolidated company financial performance.
- Defining business requirements and reporting to managing Directors
- Preparing Pending Outstanding statements of debtors
- Preparing Credit Card Statements

Situation.

Skills

- Quick learner
- Business System Analysis
- ERP Software
- Hardworking in nature
- Accounting operations professional
- Audit Coordination
- Financial report Specialist
- Cash Flow Analyst
- Accounts Payable and Receivable
- Tax accounting / GST Filing
- Marketing materials development
- Business systems analysis
- Revenue development
- Advanced Excel modelling
- Closing processes
- Budgeting
- Bank reconciliations
- Statutory reporting
- Forecasting and planning
- Tally ERP, Marg ERP expert
- Budget analysis
- Calculating liabilities
- Audit coordination
- Account

- Checking Card machine settlement reports with the sales reports
- Checking Restaurant Bills and room bills
- Taking Daily Room Confirmation Vouchers
- Cross Checking Room Confirmation vouchers with the System
- Preparing and maintaining Monthly Expense sheet
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Preparing Bank reconciliation statement
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Prepares payments by verifying documentation, and requesting disbursements.
- Taking Monthly Kitchen and F&B Stock and Preparing Monthly Stock details
- Preparing monthly Statement
- Preparing Agoda.com Monthly Receivable Statement
- Preparing Expedia Monthly Receivable Statement
- Preparing Monthly receivable Statement
- Preparing Crip Monthly receivable Statement
- Preparing Booking.com Commission payable statement
- Preparing Expedia Hotel Collect Commission payable statement
- Preparing and sending Purchase orders
- Checking and sending delivery notes of the purchase orders
- Preparing Monthly Staff Salary Statement # Preparing Staff Service Charge Statement
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparing Monthly Time sheet for all staffs # Preparing monthly Laundry Statement OG & O View # Preparing Monthly Utility Statement
- Reconciles financial discrepancies by collecting and analyzing account information

➤ MUTHOOT FINANCE LTD., India - January 2015 to Dec 2016 (1 Years)

Designation: **Junior Relationship Executive (Sales and Customer Services)**

Job Responsibilities:

- Helping the manager for developing marketing strategy for branch business
- Preparation of MIS reports monthly statements and bank reconciliation reports.
- Identify problems within a business, including through using data modelling techniques
- Formulate ways for business to improve, based on previous research
- Gold appraisal will be accurately done.
- Regular follow up to ensure maximum satisfaction and value addition for the Enforces all cash-handling, check-cashing, and credit policies.
- Maintaining of company software with quality updating of CBS.
- Provide quality customer service to deal with them for longer periods.
- Identifying then addressing team training and development needs.
- Coaching and developing staff to do more and better.
- Providing excellent service to customers interpreting, analyzing and producing

reconciliation

- Easy to absorb with any environment
- Ready to take up challenge

sales & financial data.

- Enhancing awareness of the company branch and brand.
- Liaising with the Area Manager to develop innovative marketing strategies.
- Communicating clear business messages to staff.
- Responsible for dealing with complex and diverse managerial problems

➤ **AMINA ENTERPRISES, TRIVANDRUM, KERALAS, April 2015 to October 2015**

Designation: **ACCOUNTS ASSISTANT**

Job Responsibilities:

- Balanced reports and batch summaries to submit for approval.
- Monitored accounts payable and receivable status and delegated tasks as needed
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Gathered all banking transactions via statements, recorded activity in excel format and reconciled balances.
- Completed reports detailing financial data for management and stakeholders.
- Maintained accuracy when reviewing and reconciling general ledger.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Reviewed general ledger entries for accuracy and to determine completeness.
- Posted financial data in Excel spreadsheets and managed inventory.
- Tracked employee time and attendance for payroll.
- Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
- Responsible for dealing with complex and diverse managerial problems

ACADEMICS

BACHELOR OF COMMERCE in Kerala university, Kerala – 2014

COMPUTER SKILLS

- Diploma in Computerized Financial Accounting (Tally ERP9,)
- Familiar with MS Word, Excel, Power Point, Internet and E-mail(Outlook)

DECLARATION:

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

SHABIN KAMALUDHEEN