

SUJEER . Y

Suhail Nivas

Alayamon P.O.

Anchal, Kollam (District)

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CAREER OBJECTIVE

To pursue a challenging career and looking for a dynamic position in your esteemed organization where my educational qualification and my application skills can be innovated for the successful implementation of the job.

EXPERIENCE

- Working as an Accountant in Darsana & Associates, kottarakkara- kollam.(From 30-10-19 To onwards)
- Worked as an Accountant & Administration Assistant in **PRECISION TECHNOLOGIES L.L.C** Dubai, UAE. (From April 2017 To August 2018)
- Worked as an Accountant in **LEATHER CRAFTS INDUSTRY L.L.C**, Sharjah, UAE. (From February 2015 To July 2016)
- Worked as an Accountant in **JRG INTERNATIONAL BROKERAGE DMCC**, Jumeirah Lake Tower, U.A.E (From December 2012 to December 2013)
- Worked as an Accountant & Logistics in **AL NAHAM AUTO TRADING COMPNY L.L.C**. Sharjah, U.A.E.(From January 2009 to February 2012)

KEY AREAS

- Adopt in Managing Overall Accounting and Financial Activities including Preparation & Finalization of Balance Sheet, Profit & Loss Account.
- Control over accounts receivables, and accounts payables of various companies.
- Preparation of Weekly and Monthly Management Information System (MIS) report.
- Arranging and Preparing of Stock Records, Verifying the bills, Preparation of Accounts Ledger, Maintaining Books of Accounts and Banking Transaction.
- Preparing the Bank Reconciliation Statement.
- Carry out Day to Day Accounts Duties to Ensure the Smooth and Efficient Functioning of the division.
- Responsible for handling Petty Cash.
- Keeping track of the Postdated Cheques.
- Preparation of Quotation, Invoice, and delivery note.

ACADEMIC QUALIFICATIONS

- Master of Commerce (M.Com - Mahatma Gandhi University, Kerala 2010)
- Bachelor of Commerce (B.Com-Kerala University, Trivandrum, Kerala 2005)

COMPUTER SKILLS

- Operating System : Windows & XP
- Software's : M S Office (Excel, Word, Power Point, Internet)
- Accounts Software : Sage (Peachtree) , Quick Books, Spark, Tally ERP

LANGUAGES KNOWN

- English : Read ,Write , Speak
- Hindi : Read ,Write , Speak
- Malayalam : Read ,Write , Speak
- Arabic. : Speak

PERSONAL PROFILE

- Name : SUJEER .Y
- Gender : Male
- Date of Birth : 12/03/1984
- Religion & Caste : Islam, Muslim
- Nationality : Indian
- Marital status : Married

DECLARATION

I hereby declare that all the details furnished above are true to the best of knowledge and belief.

Place: Anchal

Date:

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