

# SABEER PADINHARAYIL

Kallivalappil House, Kadungallur, Kerala, India [Mob: 0971555488603](tel:0971555488603) ,Email: [sabeerpadinharayil@gmail.com](mailto:sabeerpadinharayil@gmail.com)  
Working as an Accountant at **Plaxit** Dry Mix Co. L.L.C, Abu Dhabi, UAE since 2<sup>nd</sup> January 2012



- Hold more than 8 years work experience as an Accountant in educational and manufacturing Organizations.
- Aspire to pursue career in the Accounts field with confidential methods to attain the group goals.
- Expert in all Accounts Payable and receivable works up to finalization.
- M.Com from CH Charansingh University with a consistent academic record.
- Possess excellent communication and interpersonal skills.
- Enthusiastic, hardworking and responsible.
- An effective planner with good public relation skills.

## **ACADEMIC**

**2007 M Com (Post Graduation)** from CH Charansingh University

**2005 B Com (Graduation)** from University of Calicut

## **CURRENT WORK DESCRIPTION**

2<sup>nd</sup> January 2012 to till the date

Designation : **Accountant**

COMPANY : **Plaxit Dry Mix Company LLC, Abu Dhabi, U.A.E** is a leading manufacturing and supply of various types of dry mix plaster products company.

### **Job Responsibilities: -**

- Prepare Cash and Bank receipts & payments.
- Dealing with Petty cash expenses.
- Monthly closing of Cash book & Bank book.
- Participating internal Auditing.
- Prepare journals, debit note, credit note, etc.
- Collecting employee's time sheet from concerned Heads of Department.
- Prepare salary slips, entry and allocations.
- Prepare Leave Salary, Gratuity and other remuneration settlements.
- Prepare Bank reconciliation statement.

- Receive and process all invoices, Posting Purchase Invoices.
- Dealing with Cheque, TT & L/C against payments and receipts.
- Invoicing and chasing outstanding customer accounts.
- Verify stock, production and prepare related entries.
- Prepare and submit sales register & other periodical financial reports to Finance Manager.

#### **PREVIOUS EXPERIENCE**

**May 2006 to December 2011**

##### **Designation: Accountant**

**Organization: MEA Engineering College, perinthalmanna,kerala** is a leading self financing Engineering College in Kerala with more than 2500 students and 250 staff.

##### **Job Responsibilities:**

- Prepare and record daily transactions for Petty Cash.
- Prepare Computerized & Manual Cash book, bank book, etc
- Preparing bank reconciliation statement.
- Letter drafting and file keeping
- Payment of salary and wages for employees.
- Collect, verify purchase invoices and prepare cheque statement for payment.
- Frequently Correspondence with branch offices.

#### **SOFTWARE SKILLS**

Excellent experience with MS word, Excel, Tally7.2, Orbits etc...

#### **PERSONAL SKILLS**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team and hard work.

#### **LANGUAGE SKILLS**

Speaking: English, Hindi, and Malayalam

Reading : English, Arabic and Malayalam

#### **PERSONAL DOSSIER**

Date of Birth	:	11 November, 1984
Marital Status	:	Married
Permanent Address	:	Kallivalappil House, Kadungallur (P.O), Malappuram (Dist.), kerala, India.
Passport number	:	G6366889
Visa Status	:	Employment-Transferable

#### **DECLARATION**

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

Sabeer Padinharail

Abu Dhabi