

NAJEEB PIRAKINKATTIL

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To seek a suitable position competing to my experience and skills where I can improve my skills and abilities. I intend to prove my capabilities and carry out my duties and responsibilities professionally.

EXPERIENCE

DATES FROM MAY 2016 – TO OCTOBER 2019

ACCOUNTANT & OFFICE ADMINISTRATION, CENTURY INTERNATIONAL RESTAURANT GROUP
UAE, BAHRAIN, MALAYSIA & INDIA

DATES FROM MARCH 2014 – TO JANUARY

ACCOUNTS & TAX CONSULTANCY OFFICE, U.S. ASSOCIATES
CALICUT INDIA

JOB DESCRIPTION – ACCOUNTANT

- Handled general accounting system
- Payroll and Statement printing
- Preparation of Trial balance, Trading and Profit & Loss A/C
- Maintains accounting controls by preparing and recommending policies and procedures.
- Prepares monthly bank reconciliations
- Prepare invoice, and keep track of overdue accounts
- Handling Petty Cash

JOB DESCRIPTION – OFFICE ADMINISTRATION

- Prepares reports, presentations, memorandums, proposals and correspondence Maintains accounting controls by preparing and recommending policies and procedures.
- Assists in the preparation of Management budgets and expenses
- Monitors office operations
- Assigns jobs and duties to office staff as needed
- Serves as the go-to for office inquiries and conflicts
- Tracks office supply inventory and approves supply orders

PERSONAL ATTRIBUTES

- Excellent communication skills.
- Exceptional attention.
- Able to perform in pressure & multiple jobs.
- Hardworking, honest & kind person.
- Persuasive individual with superb interpersonal skills.
- Leadership quality.

ACADEMIC QUALIFICATION

MONTH YEAR 2010-2013

BACHELOR OF COMMERCE, MES COLLAGE VADAKARA

Calicut University, Kerala – India.

MONTH YEAR 2008-2010

HIGHER SECONDARY EDUCATION, ANSAR JUNIOR COLLAGE MEMUNDA

Kerala, India.

SKILLS

- TALLY
- PEACH TREE
- Final Accounting
- Microsoft Excel Word, PowerPoint, Outlook
- Quick Books
- Typewriting with Higher

PERSONALITY

Self-motivated and dedicated team player, who can bring to your business committed observation of highest standards of professionalism, integrity at all times, appetite for continuous improvement, willingness to take any challenging responsibility and strong strength of ethics.

PERSONAL DATA

- Date of Birth : 12 January 1992
- Sex : Male
- Mother Tongue : Malayalam
- Marital Status : Married
- Driving License : Valid UAE Driving License
- Languages Known : English, Hindi, Arabic (Read & Write)
- Hobbies : Reading, Travelling & Playing Volleyball

REFERENCE

Reference will be provided on request.