

SHERIL BADAR .T.M

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CAREER OBJECTIVE:

To secure a responsible, challenging and growth oriented position in a leading organization that offers great exposure and excellent opportunity for my professional advancement. To work for an organization that will provide me the opportunity to be a part of team and contribute my skills and experience in the success of the company.

CAREER PROFILE:

BLUE SQUARES CONTRACTING & DECOR. LLC – U.A.E

DESIGNATION: Accounts assistant (APRIL 2014 -JULY 2016)

Duties & Responsibilities

- Accounts Payable Process & Management
- Assists auditors for the purpose of providing support and documentation on internal process.
- Contact with suppliers
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices and making payment.
- Monitoring balances of 3 different bank accounts and perform bank reconciliation statement on daily basis and reporting to finance manage.
- Maintaining financial information through files and documents.
- Prepare monthly payroll according to time sheet.
- Responsible for payroll processing through Wage Protection System (WPS).
- Data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees.
- Process leave applications and ticket entitlement of employees.

AARPEES ARCADE- INDIA

DESIGNATION: Accounts assistant & Administration (APRIL 2017 – DECEMBER 2018)

Duties & Responsibilities

- Organizing and maintain administrative confidential files
- Document and filing controller
- Schedule and coordinate meetings, appointments, and travel arrangements for managers
- Effectively managed invoicing and outgoing payments
- Management of All Cheques (Payable & Receivables)

- Provide basic and accurate information in-person and via phone/email
- Processing of requests, organizing timely delivery of office equipment and stationary
- Good verbal & communication skills to assist clients in a professional manner
- Prepare reports & document for all rentals
- Handled clients complaints over the phone for all of his managed properties
- Monthly rent collection.
- Prepare & maintaining income & expenses reports, contracts, lease agreements.

Signature Motors(SUZUKI)India Pvt ltd , INDIA

DESIGNATION: BILLING/CUSTOMER SUPPORT EXECUTIVE (JANUARY 2013 - JANUARY 2014)

Duties & Responsibilities

- Providing exceptional customer service by answering questions accurately or promptly introducing customers to the person who can.
- Giving detailed cost estimate in terms of labor, parts & taxes
- Informing customer the mode of payment.
- Analyzing their needs.
- Maintains customer records by updating account information.
- Preparing invoices.

IT SKILLS:

- Working knowledge of Accounting Software like Tally & Premier
- Proficient in the use of MS Word, MS Excel, MS PowerPoint and MS Outlook.
- Well conversant with Microsoft Windows environment.

EDUCATION & CERTIFICATIONS:

- ❖ **BACHELOR OF BUSINESS ADMINISTRATION**
Kannur university, Kerala 2012.
- ❖ **HIGHER SECONDARY - COMMERCE**
Kerala Board of HSE – 2009.

LANGUAGES:

- English, Hindi & Malayalam

PERSONAL DETAILS:

- Name: Sheril Badar.T.M
- Date of Birth: 17 May 1991
- Nationality: Indian