



Sayed Shuhaib Thangal K.P **(Accountant & Administrator)**

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Profile

Experienced in Project Accounting, Office Administration, Cashier, Billing, Sales and Marketing. Highly developed research and analytical capabilities, exceptional interpersonal and administrative skills and extensive cross-cultural exposure.

Career Objective

Seeking a challenging position with an organization that has the vision and potential for development, growth and expansion and at the same time maintain a high standard of performance and business ethics.

Background:

9 years' experience in Accounting and Administration, 1 years in Sales and Marketing with reputed establishments in India and Abroad.

Overview:

A result-oriented self-starter, skilled learner and effective communicator, problem solver, with ability to focus on solutions, proactive, always challenging current procedures.

Educational Details:

2020	: Master of Commerce (M.Com) from Madras Open University, Tamil Nadu, India
2012	: Bachelor of Commerce (B.Com) from Calicut University, Kerala, India
2009	: Plus-Two from HSE Kerala, India
2007	: SSLC from Board of Examination Kerala, India

Key Skills:

- Interpersonal skills : Hardworking, efficient
: Adapts to changes
: Reliable and responsible work ethic
: Able to learn new jobs/task quickly
- Management skills : Effective communication with all employees/sales executives
: Handle complaints and issues

Computer Proficiency:

- Microsoft Office : Microsoft Word, Excel, Outlook and Powerpoint
- Technical Skills : Computer Hardware and Network Maintenance
- Accounting Packages : Tally ERP9 , SAP FICO

Languages Known

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

Career related work experience:

1. 2012 –2013 Sales Executive, Ashique Enterprises, Calicut, Kerala, India

Assigned Job : Salesman

Responsibilities:

- Collecting cheque/cash payments and receipts.
- Experience in handling customers' transactions.
- Preparing a sale statement.
- Experience in billing.
- Handling debtors.
- Supply goods to parties.

2. 2013 –2014 Accounts Assistant, Marquis Shoes Pvt Ltd. Malappuram, Kerala, India

Assigned Job : Accounts Assistant

Responsibilities:

- Calculate Sales Tax and service Tax of each month and issue C-form for interstate parties.
- Preparation of monthly return and annual return for sales tax purpose
- Preparation of Bank reconciliation statements.
- Cooperation with internal auditors by providing all statements required.
- Ensure all payments to suppliers, staff and other external parties as per company policies & procedures.
- Preparation of Profitability Statement.
- Maintenance of purchase stock register & checking of purchase book with supporting Documents.
- Disbursement of DDs & Cheque to correspondents, sundry parties
- Preparation of monthly payrolls
- Maintaining cash book
- Preparation of monthly stock statement
- Preparation of purchase orders
- Keep a good relationship with the customer.
- Preparation of monthly stock statement to bank.
- Verification of Debtors, Creditors, Fixed Assets, Loans & Advances.

3. 2014 –2014 Assistant Manager, Food Max Supermarket, Bangalore, India

Assigned Job : Store Head

Responsibilities:

- Verification and updating of various account entries, cheque/cash payments and receipts, credit notes, Journal entries.
- Experience in handling banking transactions.
- Maintain cash books and bank books.
- Preparing bank reconciliation statements.
- Handling creditors.
- Experience in billing.
- Experience in placing purchase orders.
- Managing customers.
- Preparation of monthly sales report, collection report, Inventory report, Monthly expense analysis.

4. 2014 –2021 Accountant & Administrator, Indus Edge Gen. Cont. Est. Saudi Arabia

**Assigned Job : Accounting & Administration
Responsibilities:**

- Online Banking.
- Maintain Petty Cash Book.
- Payroll Process.
- Preparing Quotation.
- Invoicing
- Preparing final reports.
- Preparing sales reports.
- Preparing Tax filing.
- All HR documents.
- Handling Creditors.
- Preparing Ajeer , Muqeem.
- Preparing Exit re-entry.
- Managing Staff and Employees.

5. 2021 –2022 Assistant Manager, Zaag Materials L.L.P Calicut, Kerala, India

**Assigned Job : Administration
Responsibilities:**

- Preparing Quotation.
- Invoicing
- Preparing P & L.
- Preparing Tax filing.
- Handling Creditors.
- Materials receiving and quality checking.

Other skills

- Fully competent with MS Office, Accounting Tally ERP, Internet and Email.

Self Appraisal Profile:

I am a self-motivated person who is diligent and ambitious.

I am adaptable and willing to learn and take on new challenges.

I am highly professional, confident, organized and possess a pleasing personality and have the ability to interact well with the people.

Extracurricular Activities

Traveling and Driving, Reading Books.

Summary of Qualifications

Strong accounting knowledge and background

Extremely detail oriented and able to work with minimum supervision

Strong analytical ability

Personal Profile

Date of Birth	: 18-07-1992
Father's Name	: Kunhikoya
Mother's Name	: Sajida Beevi K.P
Sex	: Male
Religion	: Islam
Nationality	: Indian
Marital Status	: Married
Passport No.	: K2449096
Blood Group	: O-ve

Declaration

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

Place: Al Jubail

Date: 20-03-2022

Yours Truly,

Sayed Suhaib Thangal K.P