



BADUSHA CHOLLEYIL

B Com finance, PGDBAM & MBA finance & marketing

Holding valid UAE driving license

WORK EXPERIENCE

I. WOOLLY WILSON GENERAL CONTRACTING L.L.C, ABU DHABI, UAE

Designation: Accounts Administration

Duration: November 2021 to currently perusing

Duties and Responsibilities

- Major Software used: - Quick Books & Excel
- Managing day-to-day transactions
- Managing company ledger
- Processing business expenses
- Coordinating internal and external audits
- Maintain cash book
- Bank reconciliation
- Maintain Accounts payable & Receivable
- **UAE VAT Filing**
- Verifying balances in account books and rectifying discrepancies
- Verifying bank deposits
- Posting daily receipts
- Preparing annual budgets
- Completing the year-end analysis
- Reporting on debtors and creditors
- Handling accruals and prepayments
- Managing monthly budgeting tasks
- Sorting financial documents and posting them to the proper accounts
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in financial reports and correcting faulty reporting methods
- Public relations work.
- Oversee materials and inventory management.
- Conduct budget reviews and report cost plans to upper management

II. ASHIQUE SAMEER ASSOCIATES INDIA, KERALA

Designation - Business analyst

Duration: January 2021-November 2021

Duties and Responsibilities

- Major Software used: - Excel, Power point Tally, Quick Books
- Consulting the Business Operating in all areas
- Prepared Detailed Project report
- Investor pitch
- Feasibility study
- Financial projections
- Financial analysis
- Valuation analysis
- Diagnostic study
- Client Relationship
- Evaluate & assess the given data
- Minute's preparations
- Well-versed with Microsoft office tools.
- Experienced in Planning, coordinating, and managing the team.
- Communication with the clients on E-mails or calls to acquire any information as required.

PROFILE

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offer professional growth while being resourceful, innovative, and flexible. Willing to work as a key player in a challenging and creative environment.

PERSONAL DETAILS

 **+971 58 870 1018**

 **badushaalhilal@gmail.com**

 **ABU DHABI, UAE**

Date of birth : 13-10-1994

Sex : Male

Nationality : Indian

Marital status : Single

Passport no : P2338589

Visa status : Employment visa

LANGUAGES COMPETENCY

ENGLISH

MALAYALAM

HINDI

SKILLS AND CERTIFICATES

- MS office (Power point Word)
- Excel
- Tally ERP 9
- Quick books
- Piche tree
- Sap

LINKED IN

<https://www.linkedin.com/in/baduaha-al-hilal-998914176/>

III. MARUTHI SUSUKI A M Motors India, Kerala

Designation : Accountant Cum Branch manager
Duration : January,2018- August,2017

Duties and Responsibilities

- Major Software: DMS, Excel
- Recording daily transaction
- Communication with the customers on E-mails or calls to acquire any information as required
- Invoice preparation
- Ledger preparation
- Maintain cash book
- Motivate high-performing sales team, and lead them to generate leads, hit or exceed revenue forecasts, and ultimately meet customer needs.
- Conducting weekly meeting

IV. IPA (Institute of Professional Accounting) India Kerala

Designation : Accounts trainee
Duration : March, 2017-December 2017

Duties and Responsibilities

Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts. Experience in handling Tax Affairs and working knowledge in preparation & e-Filing of Tax returns. Work experience in modern computer accounting software.

EDUCATIONAL QUALIFICATION

Post Graduate Master of Business Administration (Finance & marketing)

School of Management Studies – University of Calicut

[2018-2020]

- Specialized in: corporate tax, Indian financial system, FOREX management, Marketing communication, Retail management.
- Successfully completed foundation programmed of capital market.
- Participated in 2018-2020
 - Sharping young minds program conducted AIMA India, Kerala
 - Certificate of merits in ASCED 2K18
 - Entrepreneurship summit at IIM India Kerala
- **Projects: -**
 - Equity analysis of major telecommunication industry in India.
Company: Share wealth Trissur

Graduated Bachelor of Commerce (Finance)

SAFI Institute of advanced study- University of Calicut

[2014-2017]

- Satisfactorily completed 240 hours of various NSS activities during 2014- 2016
- In addition to academics, efficiently coordinated several college clubs , Alongside academics, Participated in state level management meet in 2016. Conducted national level management meet (Bizfest 2K17)
- **Projects: -**
 - Effectiveness of employee motivation in overall performance
Company: A M Motors

PG Diploma in Business Accounting & Management (PGDBAM) from IPA Kerala (2017)

- Knowledge in SAP - Business One.
- Efficient in MS Office- Microsoft Excel Global Certificate Holder (2017)
- Specialized in Tally ERP 9.0, Sage 50 & Quick Books Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows , Linux
- Efficient in MS word and power point

Declaration

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

BADUSHA CHOLAYIL