

Suhanul Ameen Kottakodan

ACCOUNTANT

2+ year of experience in accountant & administration field .ability to accept challenges with an outlook. information seeker and quick learner . adherence to company ethics policies and procedures



✉ suhanulameenk@gmail.com

☎ +971 567956748

📍 Naif, Deira ,Dubai

Work Experience

ACCOUNTANT Kadal Seafood restaurant (feb 2019 to sep 2021)

- Maintained the accounts of the business, posted journals, reconciled balance sheets and making reports.
- Reviewed monthly operating reports and developed action plans for improvement of business.
- Prepared monthly accounts of the business using Tally.
- Prepare and maintain Cash book & Bank book
- Office administration
- Receivable And Payable, Financial Activities, Inventory Management, Financial statement analyzing
- Prepared monthly restaurant p&l and other reports

Educational Qualification

- 2015 - 2018 - B.Com (finance)**
(Calicut University)
- 2013 - 2015 - Plus Two**
(Kerala Board of Higher Secondary)
- 2013 - CBSE**
(Central Board of Education)

CERTIFICATIONS

- ✓ SAP(R/3) – Finance & Controlling
Consultant Level & Enduser Level
- ✓ Certificate in International Financial Accounting Software's :
Tally ERP. 9, Peachtree, Quick Books, MYOB
- ✓ Office Automation Software :
MS. Excel, Word, Power point, Outlook
- ✓ Certified Accountant – IICA.US
(International Institute of Certified Accountant)

KEY STRENGTHS

- Dedication & hard work ■■■■■■
- Quick learner ■■■■■■
- Decision making ■■■■■■
- Communication Skill ■■■■■■

Personal Data

Father's Name: Abdul
Razak Address: Kottakodan
(H) Post: Amayoor PIN:
676123
State: Kerala Country:
IndiaDate of Birth:
01/05/1997 Age: 24 years,
Sex: Male Nationality: Indian
Marital Status: Single
Passport No:
P6119436 **Expire Date:**
16/02/2027
Indian Driving license: LMV/3whlr /M/C with gr
License no: C 1173285
Expire Date: 08/07/2035
International license: KL1020150011675
Place of Issue: Malappuram
Languages: English, Malayalam, Hindi, Tamil
Visa status: Visit Visa