

SOORAJ M H
Dubai - UAE
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Visa status: Visiting Visa



OBJECTIVE

To secure a challenging position within a progressive reputed organization, that facilitates professional growth and utilization of my qualification and experience, while embracing new methodologies and strategies to remain competitive in the market.

AREAS OF EXPERTISE AND STRENGTH

I am a Finance & Marketing professional with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner.

Highly focused with a comprehensive understanding of Finance, Marketing and Sales. Committed to identifying and implementing continuous improvements, now looking for an entry level position, one which will make best use of existing skills and experience and also further my personal and professional development.

Self-motivated, proactive, result driven and strategy focused professional comfortable in Junior/entry level positions with excellent communication and interpersonal skills.

PROFESSIONAL EXPERIENCE

1. Organization :AL KHAİL STAR AUTO SERVICES LLC , Al Quoz Ind-2, UAE

Designation: Accountant /Counter Sales

Duration: 01.01.2019 till to date

Software: Comrade

2. Organization : ASHOKA INN, Kerala, India (3 Star Hotel)

Designation: Accountant

Duration: 28.09.2017 to 30.11.2018

Software: Innfinit Plus

KEY RESPONSIBILITIES

Examining bank statements and reconciling them with general ledger entries
Examining expenses submitted by employees

Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable

Creating company financial reports with the above information included

Analyzing data collected in order to determine the state of the company's financial health

Analyzing data to understand where the company is generating and losing revenue

Examining the proficiency of the software programs used to organize data

ACADEMIC QUALIFICATIONS

COURSE	UNIVERSITY	COUNTRY	YEAR	PERCENTAGE
MBA	BHARATHIAR UNIVERSITY	INDIA	2017	65%
BBA	BHARATHIAR UNIVERSITY	INDIA	2015	61%
PLUS TWO	CBSE	INDIA	2012	53%
SSLC	CBSE	INDIA	2010	52%

COMPUTER PROFICIENCY

Working knowledge of spreadsheets in Microsoft Excel

Capable in business presentations with Microsoft PowerPoint

Documentation, correspondence with Microsoft Word and Outlook

LANGUAGES KNOWN

English : Expert
Hindi : Expert
Tamil : Expert
Malayalam : Native

PERSONAL DETAILS

Date of Birth : 19/08/1993
Nationality : Indian
Address : Manakattupadi House
S/o.Haridas M B
Valapad Beach Post
Thrissur-Kerala
India – 680 567
Mobile : +91 9656586886
Gender : Male
Marital Status : Single
Passport Number : M2608428

DECLARATION

I hereby declare that all the details given above are true and correct according to my best of knowledge.

Place: Dubai-UAE

Date:

Yours faithfully

SOORAJ M H

