

# MOHAMMED SUHAIL. K

Motivated Graduate in Business Management with Masters in Business Administration. I am a skilled professional with good expertise on Marketing and Human Resource. Experienced working in a fast-paced environment where operational efficiency and reliable customer services are essential. Looking for a suitable position in a progressive organization that offers opportunity to develop both personally and Professionally.



## EXPERIENCE

2

### THE APPLE INTERNATIONAL SCHOOL – Accountant

15 March 2019 - Present

- Creating voucher entries and suppliers invoices.
- Fee collection and store accounts maintaining.
- Ensuring all payments amounts & records are accurate.
- Receive fees from parents/pupils and preparation of necessary documentation.
- Disbursement of petty cash and preparation of documents.
- Physical count of cash at the end of the day and tallying with the Cash Book/Daily collection reports.
- Banking/depositing of cash/cheques collected/accounting entries related to collections and banking on a day to day basis.
- Maintenance of records of Fee Collections and monthly reconciliation of the same.
- Keeping Business Operations Manager/Financial Controller/Senior Accountant informed of the fee defaults, outstanding fees, PDCs received and dishonoured cheques.
- Sending invoices/Reminder letters to Parents for outstanding dues/answering parent queries related to receivables
- Bank reconciliation of collection accounts.
- Keeping records of staff fee concession granted and all related documents.
- Assisting the senior accountant with day to day duties

2

### HDFC LIFE – Sales Development Manager

26 March 2018 – 25 December 2018

- Meet the business targets by driving and motivating the channel partner's sales team.
- Arranging sufficient training towards licensing of sales team of channel partners.
- Coordinating with the agency team for procuring the license of sales team of channel partners.
- Coach to the sales team members of the channel partners and guide prospecting new customers.

2

### INTERCITY DEVELOPERS PVT LTD– Admin Assistant Cum Accounts

01 September 2016 – 31 December 2017

- Management of petty cash transactions. Preparation of statutory accounts and Controlling credit, ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Working with journals, S&P ledgers and spreadsheets.
- Sorted and distributed incoming communication data.
- Organized and Coordinated the scheduling of meetings, agendas, conferences, and events.
- Took care of staff office space, weekly schedules, travel reports, phones, parking, credit cards and office keys.

## EDUCATION

2

### MALIK DEENAR INSTITUTE OF MANAGEMENT STUDIES – Kannur

#### Master of Business Administration

Specialized in Human Resource and Marketing  
2016

2

### SRINIVAS INSTITUTE OF MANAGEMENT STUDIES – Mangalore

#### Bachelor of Business Management

Specialized in Human Resource  
2014

United Arab Emirates

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## PERSONAL SKILLS

- Leadership
- Self-Motivated
- Goal-Oriented
- Time Management
- Highly Organized
- Quick Learner

## PROFESSIONAL SKILLS

- Performance management
- Onboarding
- Customer service
- Coaching and Team building
- Budgeting skill
- Interpersonal skill
- Tally

## LANGUAGES

- ENGLISH: Professional
- HINDI: Professional
- MALAYALAM: Native
- TAMIL: Professional
- ARABIC: Reading & Writing

## PERSONAL DETAILS

Passport No.: K5228886

Visa Status: Employment Visa

Date of Birth: 12th January 1993

Nationality: Indian

Marital Status: Single

License: UAE Driving License