

# ZUHAIR .P



Zuhair .P  
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## PROFILE

Highly motivated, energetic and adaptable individual seeking to obtain a employment position where i can apply my excellent organizational and communication skills, professionalism and enthusiasm, while completing my studies

## WORK EXPERIENCE

### ALHIND TOURS AND TRAVELS PVT LTD, INDIA

JUNE-2019 TO PRESENT

#### ACCOUNTS EXECUTIVE (CREDIT CONTROL)

##### Job Description:

- Preparation of Invoices, Receipts and Vouchers.
- Collecting the cash from Agents/clients/Customer from inside / outside of the branch.
- Finalization of Accounts.
- Managing Accounts of 6 branches.
- Daily ageing report to management.
- Weekly credit report to management.

### THAI GROUP OF COMPANIES PVT LTD, INDIA

AUG-2015 TO JAN-2019

#### FINANCE OFFICER

##### Job Description:

- Fund Management
- Arranging the petty cash for day to day operations.
- Managed Supplier accounts, generating on demand basis.
- Created budgets and forecast for the management group.
- Managed Financial departments with responsibilities for Budgets, accounts payables and receivables
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Reported on variances in quarterly costing reports
- Prepared Annual company accounts and reports

### MARK FOOTWEAR — Kerala

APRIL 2013 – APRIL 2015

#### ACCOUNTANT

##### Job Description:

- Managed all aspects of accounting including invoicing, cash management, fixed assets, payroll and inventory control.
- Managed 100+ staff 's salary.
- Book keeping, finalization of accounts.
- Ensure Bank Reconciliation Statements.

## EDUCATION

### Bachelor of Commerce

( University of Calicut 2010-13)

### PLUS TWO (Commerce)

(KERALA BOARD OF HIGHER SECONDARY EDUCATION 2008-10 )

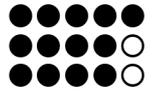
### SSLC

(KERALA BOARD OF PUBLIC EXAMINATION 2007 )

## SKILLS

### softwares

Ms office  
Tally erp 9  
Internet and email



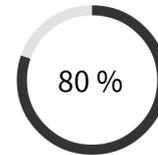
## SPECIAL SKILLS

- Quick at learning new concept technical logics and putting them to use
- well developed communication skill both oral and written
- innovative and resourceful with the ability to recognize new ideas
- Excellent communication administration co-ordination and intra personal skill

## LANGUAGES



English



Hindi



Malayalam

## HOBBIES



Exploring distant lands



Biking



Capturing moments



Feeling the music



football