

JABIR MANAKKATHODI

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Fujairah, United Arab Emirates



Post Applied For: Accountant

Objective

To be a good part in the growth & development of a professionally managed and growth friendly organization being designated to explore my utmost skills & abilities for the very best of the organization providing ambience for learning and potentials to grow.

Working Experience

- **Company** : Al Eaman Building Materials Trading, Fujairah,
- Position** : Accountant
- Time Period** : 2014 to present

Duties and Responsibilities:

- Responsible for purchase and sales ledger accounts, expenses.
- Processing invoices, recording journal entries.
- Dealing with client& supplier enquiries, controls accounts.
- Reconciling monthly supplier statements and issue of payments.
- Bank Reconciliation statement, checking recorded and banked remittances.
- Compute taxes owed and prepared tax returns.
- Creating company financial reports with above information included
- Contribute to a strong client relationship through positive interactions with client relationship.
- Keeping up to date record of all accounting transactions.
- Handling and responsible of the petty cash
- Distributing the supplier cheque
- Build and maintain good relationships with new and existing suppliers.
- Process payments and invoices.
- Deposit all the payments cash and cheque in bank
- Communicative effectively with clients
- Review deliveries against the orders.
- Ensure that any invoices are sent to accounts for payment.

- **Company** : Majlis Arts & Science College, Kerala, India
- Position** : Accountant
- Time Period** : 14 May 2012 to 31 Dec 2012

- **Company** : V. Gopinathan, Chartered Accountant, Kerala, India
- Position** : Accountant assistant
- Time Period** : 21 Feb 2011 to 29 Feb 2012

- **Company** : Lulu Hyper Market, Dubai, UAE
- Position** : Sales
- Time Period** : 2007 to 2010

Educational Qualification

- Bachelor of Commerce (B.com) from Calicut University – 2011
- Higher Secondary School Education- 2003

Computer Knowledge:

- Tally
- MS Office
- Internet

Personal Details

Date of Birth	:	19/03/1986
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Religion	:	Muslim
Languages Known	:	English, Arabic and Hindi
Visa Status	:	Employment

Passport Details

Passport No	:	P6262258
Date of Issue	:	18/10/2016
Date of Expiry	:	17/10/2026
Place of Issue	:	Dubai

Driving License

Holding valid UAE light vehicle driving license

License Number	:	176183
Place of Issue	:	Al Fujairah
Date of Issue	:	08/07/2015
Date of Expiry	:	07/07/2025

Declaration

I hereby declare that all the information furnished above is true and correct

JABIR MANAKKATHODI