



SUHAIL MOORI VALAPPIL

CONTACT

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☎ +971 557414115

📍 Deira Gold Souq,
Al shamal St. Dubai

PERSONAL PROFILE

Father's Name : Sulaiman M.V
Date of Birth : 26-11-1992
Sex : Male
Marital Status : Married
Nationality : Indian
Visa Status : Employment Visa

PASSPORT DETAILS

Passport No : M4630213
Place of Issue : Malappuram
Date of Issue : 22/12/2014
Date of Expiry : 21/12/2024

CAREER OBJECTIVES

Seeking a suitable position in Accounts & Finance with a Reputed Organization, where my Education and experience can contribute to the enrichment of myself and growth of the Organization.



EDUCATIONAL QUALIFICATIONS

• B.Com

From Bangalore University

• Higher secondary examination +2 (Commerce)

Under Calicut University

• Secondary School Leaving Examination (SSLC)

under State Education Department School Leaving Certificate
Government of Kerala



WORK EXPERIENCE

• ACCOUNTANT (Tally ERP 9)

21 December 2019 to 31 July 2021
AL ASLAF GENERAL TRADING L.L.C
Deira Gold Souq, Al shamal Street,
Dubai.UAE.

ASSISTANT ACCOUNTANT (FACT ERP)

01 August 2021 to 30 November 2021
FINE FIELD FRUITS & VEGITABLE L.L.C
Al Aweer Market, Dubai, UAE

JOB PROFILE

- Compile and analyze financial information and documents to prepare books of accounts and its finalization.
- Maintenance of Day Book and ledgers
- Maintain cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of Cash flow and Fund flow statements
- Preparation of Purchase and Sales registers.
Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and Intercompany accounts

LANGUAGE

- English
- Arabic
- Hindi & Malayalam

SKILLS

- Active listening
- Computer skills
- Customer service
- Interpersonal skills
- Leadership
- Management skills
- Time Management
- Transferable skills

- Ensure General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards
- Finalize Trial Balance with supporting schedules
- Make daily expense entry and verify for VAT returns
- Upload and file the VAT returns on correct period basis
- Management of overall payroll administration. Ensure timely processing/payments of monthly payroll for staff and maintain strict confidentiality of all records relating to payroll. Processing of monthly payroll complying with local labor law.
- Assist in all the sales related activity of the company

STRENGTHS

- Comfortable and adaptable to work in the condition
- Self – Confident, Optimistic, Sincere and Reliable to take up responsibility
- Hard working and eagerly accepts to new challenges and situation
- Problem Solving

IT SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Tally ERP 9, Fact ERP

DECLARATION



The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Date:

Place:

SUHAIL MOORI VALAPPIL