

CURRICULUM VITAE

VAHAB PONNAMKUNDIL
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Career Objective:

To work in an organization, which provides for an opportunity to showcase my skills in a way that is mutually beneficial, and in the process contribute my might to the cause of the organization.

Professional Qualification

- **Master of Commerce (M. Com Completed)**
CALICUT UNIVERSITY, KERALA, INDIA
- **Bachelor of Commerce (B. Com)**
CALICUT UNIVERSITY, KERALA, INDIA

Computer Proficiency

- Knowledge in Windows XP Office 2000, MS-Excel, MS-Word, Power Point.
 - Accounting software
PEACHTREE, TALLY
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EMPLOYMENT PROFILE

SECRETARY & ADMINISTRATION.

March 2007 to December 2019
Al Ittimad Foundations L.L.C
Abu Dhabi (U.A.E)

NATURE OF WORK HANDLED

Filing, archiving, photocopying, scanning and faxing documents. Screening calls and taking messages. Creating invoice and filling receipts and dealing with all financial documentation. Answering and dealing with incoming and outgoing telephone calls. Handling confidential information in line with the firm's data security protocols. Preparing quotation and LPO. Purchasing materials.

ACCOUNTANT

June 2004- December 2006
ISS Higher Secondary School Ponnani. Kerala India

NATURE OF WORK HANDLED

Keeping books of accounts up to finalization, Journal, Ledgers, Trial Balance, Balance sheet, Students Personal Accounts, Project Accounts, Handling Petty cash, Cashiers report, Collection report, Bank reconciliation, Purchase of Books, Purchase of Medical Equipments, Pharmaceuticals, Stationery, housing keeping items, maintaining inventory and Reporting to the Management.

ACCOUNTANT

January 2001 – January 2004 (Part Time)

Margin free market Edapal. Kerala India.

NATURE OF WORK HANDLED

Entering Journal vouchers, preparing payment vouchers, Preparing Cheques, Monthly closing, Bank reconciliation, running bill preparing, Payment certificate preparing, Staff payroll preparing, Overtime calculation, placing purchase order, Material receipts note preparing, Inventory maintaining, Performance report to the management, inventory control and all accounting jobs up to finalization.

My Strengths

- Commitments towards work, Communication Skill
 - Work under pressure and hard working.
 - System understanding, Interpersonal skills.
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Personal Details

Full Name	:	Vahab Ponnamm Kundil
Gender	:	Male
Nationality	:	Indian
Date of birth	:	10.05.1980
Marital Status	:	Married
Religion	:	Islam
Visa Status	:	Visit Visa
Availability of joining:		Immediately

Passport Details

Passport No	:	K7511872
Date of Issue	:	07.12.2012
Date of Expiry	:	06.12.2022

Language Capability

English	– Read, Write, Speak
Arabic	– Read, Write, Speak.
Urdu	- Speak.
Malayalam	- Read, Write, Speak.
Hindi	- Read, Write, Speak.

Declaration

I hereby declare that above furnished details are true to the best of my knowledge. I would appreciate your consideration.

Sincerely,

VAHAB PONNAMKUNDIL