



SULAIMAN EP

ACCOUNTANT

EXPERIENCE

ACCOUNTS ASSISTANT&INVENTORY CONTROL

TALAL GROUP UAE

SUPERMARKET & DEPARTMENT STORE

JANUARY 2019 TO PRESENT

- Preparing Bank Reconciliation Every Month End,
- Prepares asset, liability, and capital account entries by compiling and analyzing account information,
- Preparing Petty Cash Book Daily,
- **Raising Accounts Receivable Invoices & Preparing Invoices For Payment**
- Assist and support administrative staff in their day to day operations.
- Assist inventory controlling staff in maintaining inventory records.
- Preparing Local Purchase Order
- Maintaining Goods Receipt Ledger
- Stock Adjustment & Stock Clearance
- Item Wise Negative Stock Checking & Reporting To Top Management
- Inventory Month End Process & Closing

FUNCTIONAL SKILLS

- Organized and Able To Deal With Multiple Workloads At The Same Time.
- Processing Accounts Payables Invoices
- Recording All Cash Activity On A Daily Basis
- Quickly Responding To Queries Relating To Invoices And Payments
- Prepare promotion midweek&weekly



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Sharjah, UAE.

PERSONAL DATA

DateOfBirth February/11/95

Sex Male

Nationality Indian

VisaStatus Visa

PROFILE

Overall 4 Years Of Experience As An **ACCOUNTS** With The Ability To Work In A Pressurized Environment And Effectively Prioritize Job Responsibilities.

EDUCATION

*Bachelors of Commerce (B.com)-Co-operation The University Of Calicut.

*Higher diploma In Accounts Management (HDAM) in Taxation and Accounts Study Centre Calicut

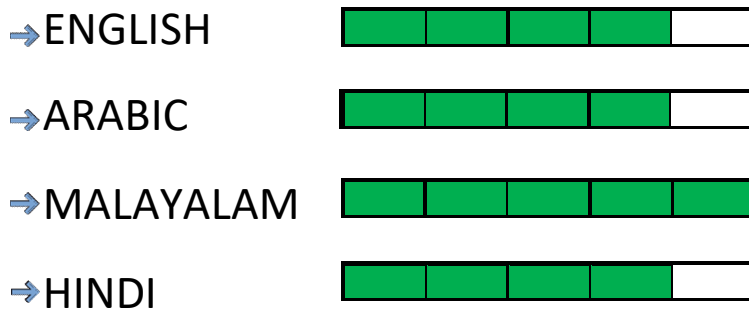
CAREER OBJECTIVE

To Be A Part Of A Dynamic Team Under A Strong And Successful Management Where I Can Learn And Improve My Skills For Significant Growth By Utilizing My Potential Capabilities And Positive Attributes.

SKILLS & ABILITIES

Absolute Team Player And Ability To Work In A Pressurized Environment And Effectively Prioritize Job Responsibilities Leading To Accuracy, Consistency And Efficiency.
Highly Trustworthy, Fast Learner, Loyal With Strong Work Ethics.

LANGUAGES



REFERENCES

→ Available On Request

SOFTWARE KNOWLEDGE



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DECLARATION

I Hereby Declare That The Information Furnished Is True To The Best Of My Knowledge And Belief.