

# SABARUDEEN. J

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Mobile: +965 66726018



## **Temp Address:-**

No:12, Abu dhar Al-Ghafari street,  
Salmiya, 12, Block  
Kuwait.

## **Permanent Address:**

#11/5, S.L.A.B street,  
PORAYAR(P.O),  
NAGAI (Dist),  
TAMILNADU,  
INDIA

## **Personal Data:**

### **Father's Name:**

A.V JABARULLAH

### **Date of Birth:**

24<sup>th</sup> Oct 1986

### **Gender:**

Male.

### **Nationality:**

Indian.

### **Marital Status:**

Married

### **Religion:**

Islam.

### **Passport Number:**

T 1079749

### **Civil I'd Number:**

286102406905

### **Weight :**

83 kg

### **Height:**

5.9''

## **OBJECTIVE:-**

**To pursue a career in your growth-oriented organization for personnel development and to contribute significantly by utilizing my potential, in making the organization achieve its long-term goal.**

## **PROFILE:-**

- ❖ *Target oriented, self-motivate; able to set effective priorities to achieve immediate positive results.*
- ❖ *Can Juggle multiple priorities, adapt easily to new concepts and responsibilities.*
- ❖ *Creative mind presentation, Reliable, Confident, Honest and Hard Working and result oriented.*
- ❖ *Having excellent communicational skills to handle Debtors & Creditors.*
- ❖ *Handling of Funds Management of the Company*
- ❖ *Preparation of various reports from software's as required by the Company*

## **ACADEMIC QUALIFICATION**

- *M.B.A (Master of Business administration) from Alagappa University Distance Education, Karaikudi.*
- *Completed B.Com (Bachelor of Commerce) from Bharathidasan University through The T.B.M.L. College, Porayar.*

## **TECHNICAL QUALIFICATION**

- *Tally 9.0*
- *MS- Office*

## **COMPUTER PROFICIENCY**

- *Diploma in Tally Accounting.*
- *Knowledge of Ahlaim ERP, Visual ERP (Accounting software) MS Office package and requisite skills to use them to the optimum level in a working environment.*
- *Good Knowledge of the Internet, E-Mail Concepts, outlook express and it's working.*

## **DRIVING LICENSE**

- *Having valid KUWAIT light Motor Vehicle driving license*
- *Having valid INDIAN light Motor Vehicle driving license With badge (yellow board)*

## **LANGUAGES**

*To speak: English, Arabic, Tamil, Hindi, & Malayalam*

**24<sup>th</sup> Oct 2017 Till now**



## **JIO COMPANY IMPORT AND EXPORT**

**Located at:-** Zainah tower, G floor, 31, ibn khaldoun st, hawally, KUWAIT

**Located at:-** pallavaram, Chennai, tamil nadu, India.

Working as: **ASSOCIATE MANAGER**

### **Duties and Responsibilities**

- Rates based on dimensions and weight will be established and Goods will be properly packaged and labeled and the necessary paperwork will be provided for shipment.
- Manager hooked with the freight forwarder they will coordinate the shipment with the chosen carrier and arrange for goods to be collected and transported to the depot ready to delivery.
- Items pass airport station customs, are loaded onto the plane, carried to the destination country, and unloaded.
- Shipment is processed by receiving customs, picked up by a pre-arranged company, and delivered to the recipient.
- Prepared Manifest and person-in-charge of the vehicle should file an Import General Manifest electronically before the goods arrive.
- Received Bill of Lading is a document that is issued by exporter as evidence of receipt of goods for shipment. It is issued prior to the vessel loading and is therefore not an onboard bill of lading.
- Arranging transport from doors to the warehouse or storage facility and/or from storage to the airlines
- Arranging for the air transport- times, loading, costs, and paperwork; overseeing the loading and unloading of goods in transport
- Assist in preparing all necessary documents for importing/exporting in the export station and the country of origin or country of receipt
- Business systems integrated with Department of International Trade and other legal offices to ensure the paperwork and shipment is processed timely and properly
- Business contracts and systems with carrier and transport businesses allows to negotiate rates that save money. enables to track the shipment once it leaves from airport doors until delivery to the consignee and vice versa.

**8<sup>th</sup> Oct 2015 to 6<sup>th</sup> July 2017**



## **Al Furat River General transport(Heavy equipment)**

**Located at:-** mussafah, Abu Dhabi, U.A.E

Worked as **Accountant**

### **Duties and Responsibilities**

- Supervision of accounting works
- Preparation of monthly MIS report like Debtor, Creditors Statement etc.
- Review and verify invoices and check requests, Sort, code and match invoices
- Set invoices up for payment and Maintain vendor files

- *Prepare and process electronic transfers and payments*
- *Post transactions to journals, ledger and other records*
- *Reconcile accounts payable transactions*
- *Research and resolve invoice discrepancies and issues*
- *List all vendor cheques in the log book, Correspond with vendors and respond to inquiries*
- *Maintain the general ledger and Prepare all necessary month & year-end report*
- *Processing invoices from various locations for payment*
- *Contacting banks regarding any financial required*
- *Collecting all invoices and obtaining approval for payment, documenting all accounts payable transactions*
- *Matching, batching and coding invoices , Checking the accuracy of figures and calculations*
- *Matching cheques to corresponding invoices*
- *Match invoices with purchase orders, where applicable, purchase order requisition, where applicable, and evidence of receipt of goods or services*

**26<sup>th</sup> nov 2011 To 28<sup>th</sup> nov 2013**



***Bin Hamad Works Est.,***  
**Located at:- Yanbu, Kingdom of Saudi Arabia**  
 Worked as **Assistant Accountant**

**Duties and Responsibilities**

- *Preparation of Revenue and Expenses Budgets for the Company on Monthly / Quarterly / Half Yearly and Annual basis.*
- *Verifying the daily Revenue Vehicle wise, Vehicle Model wise, Corporate wise*
- *Verifying the MIS on Daily / Weekly / Fortnightly and Monthly basis.*
- *Verifying the Reports of fuel consumption, vehicle maintenance and reservation register with booking slips.*
- *Responsible for all maintenance work and maintaining the computer system,*
- *Responsible for issuing of salary to the staffs*
- *Responsible for vendor maintenance on Banner Finance System ensuring compliance to data standards.*
- *Prepares and processes purchase orders, invoices, cheque requests, manual cheques and contract payments.*
- *Ensures purchase orders, receiving and invoices are matched*
- *Reviews and approves purchasing and accounts payable transactions for posting to Banner*

**16<sup>st</sup> sep 2009 To 03<sup>st</sup> august 2011**



**Eureka Partners groups of Companies**  
(Chennai, Tamil Nadu, India)

Worked as **Admin Secretary**

**Duties and Responsibilities:**

- *Handled the tasks of managing calendars, scheduling meetings and filing expense reports*
- *Handled the tasks of providing executive -level administrative support to the concerned executive managers*
- *Assisted with the coordination of the weekly and monthly Manager's meeting*
- *Responsible for preparing outgoing mail and correspondence like faxes, e-mail and overnight packages*
- *Handled the tasks of recording and transcribing minutes of meetings as per requirements*
- *Organized and maintained file correspondence, systems and other essential records*
- *Responsible for coordinating department schedules and making appointments with clients*
- *Assisted in reviewing the plans and monitoring variances in the organization*
- *Prepared daily reports and updated the same to the manager*
- *Responsible for arranging training sessions for the employees*
- *Prepared innovative strategies and plans to achieve the target as well as the goals of the organization*
- *Maintain and update filling, inventory, mailing and database systems either manually or using computers*
- *Maintaining employee Pay-roll , time keeping and leave sequences*
- *Research, price and purchase office furniture, equipment and supplies*

**PERSONAL PROFILE:-**

***Possess a good sense of humor with receptive mind, coupled with the ability to communicate successfully at all levels, ensuring profitable business with positive results***

**REFERENCES:-**

**Mr. Jhon fernondas**

Admin manager  
Tharamani road, Perungudi,  
Chennai, Tamil Nadu, India.  
Mobile No: **+919790639190**

**Mr. Mohammed Fais**

Operation manager  
Binhamad Group of Company  
Al Bahr- Yanbu, Saudi Arabia.  
Mobile No: **+966505361849**

**Mr. Maleek Mohammed**

General Manager  
M11 Mussafah Industrial area  
Abu Dhabi U.A.E  
Mobile No: **+971501311928**

**DECLARATION:-**

***I solemnly declare that the above said information is true and correct to the best of my knowledge and belief.***

***Yours Truly,***

***J. Sabarudeen***

***Date :***

***Place:***