

SHUKKOOR KP

Dubai -UAE

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Career Objective

Being a sincere and achievements oriented person, I would like to focus on opportunities which would allow me to maximize my potential and skills, finally leading me to the path of a successful entrepreneur by staying within the ethical limits of the society I live in.

Work Experience

Shop in charge 6 years

- ✓ Greeting customers who enter the shop.
- ✓ Assisting shoppers to find the goods and products they are looking for.
- ✓ Stocking shelves with merchandise.
- ✓ Negotiating all contracts with prospective clients.
- ✓ Coordinating sales efforts with marketing programs.
- ✓ Understanding and promoting company programs.
- ✓ Preparing and submitting sales contracts for orders.

Technical services

Two years as a technician in Toyota

- ✓ Provide service and customer support during field visits or dispatches
- ✓ Tie workflow to schedule
- ✓ Manage all on-site installation, repair maintenance and test task
- ✓ Operate vehicle in a safely manner and use field automation system

Customer care communication Six years

Job Profile

- To update entries on daily basis as well as maintaining required documents.
- Preparation of vouchers, Quotation, LPO, delivery note, Debit note, Credit note, Invoices, Receipts, Payments and any other related documents.
- Monitoring Cash and Cash equivalent transactions and maintain working capital and liquidity.
- Reconciliation of Banks, customers account, Supplier account, associated and Intercompany accounts periodically.
- Prepare and review stock registers, where all inventory movement information are mentioned.
- To calculate Payroll and to handle employee benefits.
- Perform Periodical Closing procedures and closing related duties.
- Preparing various financial reports on timely manner includes T/B, P&L, B/S, Cash flows and Ageing Reports etc.

- Ensures proper updating of Fixed Assets Register and allocation of Depreciation.
- Coordinate with external and internal auditors to finalize yearly accounts.
- Liaising with managerial staff, Bankers, Auditors and Government Authorities.
- Support team members as necessary.
- Enables to work with any kind of Accounting Soft wares.
- Helps to work in Gulf VAT.

Educational Qualification

- Auto Mobile Engineering
- Mechanical Engineering in Diploma
- Higher Secondary Education (+2) India

Computer education

MS Office (Word Excel & Power point)

Professional Skills

- Computer, Technical Literacy
- Dedication
- Decision Making
- Knowledge of Concepts and Principles
- Organizing tasks
- Sincere and strong willed

IT Skills

- Microsoft Office Packages
- Accounting Packages – Tally, ERP9, QuickBooks
- Confident to do any Accounting Software

Personal Information

Date of Birth	:	22.05.1994
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Language Proficiency	:	English, Hindi, Arabic, Urdu, Malayalam

Passport Details

Passport No	:	K0374007
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Place of issue : Malappuram
Date of issue : 22.08.2012
Date of expiry : 21.08.2022

Hobbies

- ✓ **Traveling**
- ✓ **Reading**
- ✓ **Movie Watching**

I do hereby say that the above all particulars are true and correct to the best of my knowledge and belief.

Regards,

SHUKKOOR KP