

ALTHAF MUHAMMED SALI



CONTACT

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SKILLS

-Good interpersonal skill -Decision making and Problem solving -Self motivated -Team player - Organisation and deligation -Forward planning and strategic thinking - Commercial awareness

LANGUAGE

English(professional)

Hindi(Bilingual) Malayalam(Native)

ACHIEVEMENTS & AWARDS

NCC CADET, passed A certificate examination under the athourity of Ministry of Defense, Government of India

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

KAC CARGO LLC, DUBAI CARGO VILLAGE

February 2020 - October 2020

LOGISTICS COORDINATOR

- Liaising with insurance company to ensure cover of the goods imported from foreign.
- Responsible for handling correspondence with various suppliers and maintain healthy relationship
- Arrange transportation, Schedule staff, and orchestrate deliveries to meet customer demand with no delay
- Make sure the warehouse capacity is kept at optimal levels
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met
- Continually reviews freight costs, transportation rates
- Reviewing purchase orders and shipping documents to ensure accuracy
- Responding to customer enquiries and referring clients to proper channels
- Collaborating with clients, employers, finance team and other team members on budgeting and allocating funds
- Delegating task to appropriate team members

SIVA GURU TAX CONSULTANCY, KOTTAYAM

January 2017 - December 2019

ACCOUNTS EXECUTIVE

- Co-ordination with external auditor and internal auditor
- providing informations and documents required by auditor's during the course of audit
- Monthly payment of withholding tax and sales tax to government treasury
- Budget forecasting and monitor cost control & efficiency
- Preparation and maintenance of fixed asset register and schedule
- Responsible to prepare bank reconciliations of designated bank accounts
- Monitors Government contract funding and invoicing
- Review and update the detailed schedule of fixed assets and accumulated depreciation
- Active interaction with internal and external customers
- Establish and maintain various filing/records/data base of business contract, trace pending items and follow up as appropriate

ACCOUNTANT SERVICE SOCIETY,KOCHI

November 2016 - December 2017

ACCOUNTANT CUM ADMIN

- Assist in the preparation of Monthly and Quarterly Financial Statements
- General ledger account analysis and subsidiary ledger reconciliation
- Maintain close relationship with bank
- Design spreadsheet models as needed
- Assisting Manager Finance in financial reporting
- Prepare and approval of journal entries
- Handled multifaceted clerical task(eg:data entry, filing & records management) as the assistant to the office
- Attending phone calls and replying to query mails

EDUCATION

M.G University

2016

Bachelor of Business Administration

1.6cgpa

Accountant service society

2016

Diploma in Corporate Accounts and Management with SAP

A grade

PROJECTS

Liquidity and profitability

As my part of bachelor's degree done an internship in TRAVANCORE CEMENTS LTD,

Under the topic "Liquidity and Profitability"

DATE OF BIRTH

09.07.1995

VISA STATUS

Visit visa