

CURRICULUM VITAE

JABIR K
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Career Objective

A challenging position with a reputed company in which my experience, education, organizational abilities and skills will be utilized to the best. To use the fundamental knowledge and skills gained by me, to locate a rewarding long-term position, where I will be able to fulfill my potential, improve my experience and contribute significantly to the growth of the organization.

Experience

Jan 2017 to Mar 2021: - Accountant

LULU GROUP INTERNATIONAL, RIYADH - KSA



(Lulu Group International is an Emirati multinational conglomerate company that operates a chain of hypermarkets and retail companies, headquartered in Abu Dhabi, United Arab Emirates.)

Dec 2014 – Dec 2016:- Accountant

SAZ ASSOCIATES (V-GUARD CABLE DISTRIBUTOR, MALAPPURAM) TIRUR, KERALA, INDIA

May 2011 – April 2012:- Accountant

SKY HIGH MOTORS (TATA AUTHORIZED DEALER) TIRUR, KERALA, INDIA

Job Responsibilities: -

- Payroll Preparation, Gratuity preparation and related staff reports.
- Account Payables, Account Receivables & Vendor Reconciliation
- Petty Cash handling
- Bank Reconciliation and making entries
- Preparation of Cash and Fund Flow statement
- Credit Card Reconciliation with Bank statement
- Preparing monthly reports (MIS Report, Sales Report. EOS Report, Staff Movement and Staff Count Reports, GOSI Reconciliation, Shop Consumption Statement, Staff Cost statement Etc.)
- Online Fund transfer, Fund management and reconciliations.
- Communicating with Vendors and releasing Cheques.
- Utility bill payments and preparation of related reports.
- Salary ledger reconciliation with ledger.
- Agreement file checking and updation
- Data storage in computer and maintaining office records
- Preparation of VAT data and forwarding to audit
- Preparation of final accounts
- Booking of vendors invoice after verification
- Follow up of due invoices with customers

Strength

- ⇒ Well versed in MS Excel
- ⇒ Experience SAP (FICO)
- ⇒ My 7 years' experience in accounts has given me the confidence to take up any challenging position.
- ⇒ Ready to work under high pressure environment.

Educational Qualification

- ⇒ Master of Commerce from MG University Kerala – India in 2014.
- ⇒ Diploma in Computerized Financial Accounting (DCFA)

Computer Proficiency

Accounting Packages : SAP (FICO), Tally & Peachtree
Worksheet : MS Office (Excel, Word, Power Point & Outlook).

Competencies

- ⇒ Excellent communication and presentation skills.
- ⇒ Smart, creative, and dedicated with the abilities to absorb new concepts.
- ⇒ Believe in teamwork.
- ⇒ Organized and well structured at work.
- ⇒ Independent and self-motivated.
- ⇒ Honest, Sincere and a Hard Worker with a high level of Integrity.

Personal Information

Date of Birth : 20-Apr-1991
Sex : Male
Nationality : Indian
Religion : Islam
Marital Status : Married
Languages Known : English, Hindi & Malayalam
Visa : Visit visa

Reference:

Shall be provided on request.

Declaration

I here by declare that all the above information's furnished are true to the best of my knowledge and belief.

JABIR K