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Suhaib Rahman M

Work Experience

2019-2021 Cash Officer
REGENCY GROUP FOR CORPORATE MANAGEMENT,
DUBAI

As a Cash Officer I'm Supervising the financial Book keeping and records of the organization. Also recording the transactions, payments and expenses and processing Invoices. In many cases I'm supervises the organization's general book keeping staff and monitors all account transaction as well.

2015-2016 Data Entry Operator
Alappuzha Municipality, Kerala

Prepare , Compiles And sort documents for Data entry. Verifies and logs receipt of data. Transcribe source data into the required electric format. Transfers Information from paper format into computer files using data records and optical scanners.

2016-2016 Marketing Executive
Mughal Marketing, Alappuzha ,Kerala

Creating awareness of and develop the brand of my company. Communicate with target audience and build and develop customer relationship. Work closely with external agencies to design marketing materials such as brochures and adverts.

2017-2019 Sales Consultant
TVS Mahindra – Alappuzha, Kerala

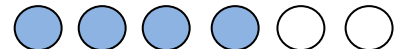
Meet with customers in a sales environment to drive product sales. Demonstrate advanced products knowledge.

About Me

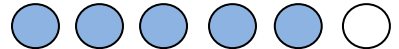
Organized and dedicated Accounts Officer. Extensive experience monitoring accounts payable spreadsheet, Following up on missed payments, and managing all aspects of the payroll. Excellent Communication skills, Both written and oral, For interacting with supervisors, Employees and Customers alike. Intimately familiar with daily corporate environment operations and equipped to facilitate the process and effectively and efficiently improve it.

Skills

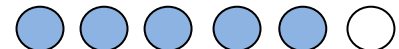
MS Office



ASP.Net

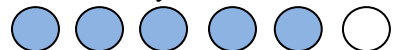


ERP



Accounting Skills

Accounts Payable / Receivable



Bank Reconciliation



Collection and Invoice processing



Courses and Trainings

- QA/QC Engineering
- ASNT NDT Level-2 in RT, UT, PT & MT
- Familiar with Modsonic-Einstein-2 DGS(TR, Normal and Angle Probe)
- Piping and Pipeline Engineering.
- QA/QC In welding inspection.

Education

2013-2016 B. Sc In Computer Science

LAJNATHUL MUHAMMADIYA LEARNERS SUPPORT CENTRE
,KERALA UNIVERSITY

2011-2013 Higher Secondary

LAJNATHUL MUHAMMADIYA HIGHER SECONADRY
SCHOOL,

Languages

English



Malayalam



Hindi



Personal Details

Date Of Birth : 09 JUNE 1995

NATIONALITY : INDIAN

PASSPORT DETAILS : P 5027189

DATE OF ISSUE : 07.12.2016

DATE OF EXPIRY : 06.12.2026



Hobbies Watching Movies, Traveling,