

SUHAIR MV



Contact

Address:

Abu hail, Dubai, UAE

Phone:

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Passport No: - R3324770

Visa Type: - (Visit visa)

Visa Validity:-

(25-11-2022)

Email:-

suhairpalathingal1@gmail.com

Languages

Malayalam

English

Hindi

Tamil

Hobbies

- Writing
- Reading(current affairs)
- Photography
- Sports, Driving

Summary

I have work experience in Sales, Accounts and Marketing. Well-versed in Accounting (SAP, TALLY, MS office), Performing variety of professional level of accounting which involve in preparing, maintaining, analyzing, verifying, financial transactions, statements, records. Assists in preparing of budgets, possess strong problem-solving skills, with ability to make well thought out decisions. Excellent written and verbal communications skills, highly trustworthy and ethical.

Skill Highlights

1. Book Keeping of Accounts, Purchase, Sales, GRN, Subcontractor Payment Certificate, petty cash, journal payments, receipt etc.
2. Prepare monthly payment application and sales orders for monthly project invoicing.
3. Follow up with the project managers & quantity surveyor for payment certification.
4. Preparing payments by cheques/bank transfer for suppliers.
5. Maintaining VAT record for accuracy and Assist VAT team in filing of VAT
6. Support month-end and yea-end close process.
7. Prepare MS Power point Presentation and excel Graph charts for meetings.
8. Daily reporting via E-mail to Finance/Account Manager

Experience

Sales Executive - (02/01/2021 – 25/11/2021)

ID Fresh Food. (Bengaluru, India)

Accountant - (01/08/2018 – 25/08/2019)

In build Interiors. (Kerala, India)

Marketing Executive - (01/12/2021 – 20/4/2022)

One Plus Detergents. (Coimbatore, India)

Education & skills

Plus Two : - Board of higher secondary examination, Kerala
B com : - Bharathyar University
Software knowledge: - SAP, MS office, Tally ERP.

Certifications

1. CERTIFICATION IN ORGANIZATIONAL ERP-SAP USER & ACCOUNTANT