



SIRAJUDHEEN VALIYAPOYIL

Seeking a long term opportunity in Accounts or any Management work, where I can utilize my education and interpersonal skills for the growth of the organization and myself. I will be able to put to use my full potential in contributing to any field I am assigned to

EXPERIENCE ACCOUNTANT

MAKKAH HYPERMARKET - OMAN 2016-2020

- > Responsible for handling all cash and credit transaction.
- > Petty cash management.
- > Making payments (Suppliers, rent, other expenses) .
- > Collecting all receipts of money .
- > Preparing staff salary statement .
- > Bank reconciliation.
- > Preparing monthly statements.
- > Supporting all administration works.
- > Keep accurate records after entering data.
- > Convert data paper to system database.
- > Sort, organize and store
- > Solving all queries of customers and suppliers.
- > Attending telephone calls, emails and do the

SKILLS

- > Accounting (Tally Eplus, ERP)
- > MS Office (word, Excel)
- > Time management.
- > System analysis.
- > Analytical and problem solving skill.

LANGUAGES

-English - Arabic - Hindi - Malayalam

DECLARATION :

I hereby declare that the information furnished above is true in all respect to the best of my knowledge

CONTACT

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Dubai, Rashidiyah

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Bharathiar University | 2014

- > PLUS TWO _Kerala state
- > SSLC _Kerala state

PERSONAL INFO:

- ➔ Date of Birth : 09/06/1993
- ➔ Marital Status : Married
- ➔ Nationality : Indian
- ➔ Passport number : V2219634
- ➔ Visa status : visit visa

