

SUHAIL KABEER

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Umm Al Quwain, UAE



Career objective

Finding a satisfying position where I can practice my skills within an appreciated pattern, secure a rewarding & challenging in the fields of Accounting & Sales with a quality organisation leading to increase responsibility & career advancement.

Professional experience

- ✓ Currently working as a Manager in **Tasty grill restaurant, Umm al quwain** from March 2022 onwards.
 - *Developed strong teams by skilfully recruiting, orienting and training loyal, hard-working employees.*
 - *Up skilled staff through targeted training opportunities, enhancing team capabilities.*
 - *Analysed data and identified opportunities to minimise operating costs.*
 - *Analysed sales to identify top-performing products.*
 - *Addressed customer issues with compassion and professionalism, ensuring swift, successful resolution.*
- ✓ Worked as sales executive in **Adnoc oasis, Abudhabi** from March 2016 to August 2021.
 - *Attending to different needs of customer, receiving deliveries from suppliers, monitoring of accountable items & keeping the display replenished & arranged properly.*
- ✓ Worked as Accountant in **Aswas Pharmaceuticals, Kallambalam, Thiruvananthapuram, Kerala** from April 2014 to February 2016.
 - *Manage all accounting transactions, Prepare budget forecasts. Publish financial statements in time, Handle monthly, quarterly and annual closings.*
 - *Reconcile accounts payable and receivable, Ensure timely bank payments.*
 - *Compute taxes and prepare tax returns.*
 - *Manage balance sheets and profit/loss statements.*
- ✓ Worked as a Sales Executive in **Kallingal Bajaj, Kallambalam, Thiruvananthapuram,**

Kerala from July-2011 to Jan-2013.

Education Qualification

Qualification	Board, University & Year
Bachelor of Commerce	Madurai kamaraj university Equivalency to University of Kerala, India (2017)
Plus Two	Board of Higher Secondary Examination, Government of Kerala (2008)
SSLC	Board of Public Examination Government of Kerala (2006)

Certifications

Diploma in Computer Application –DCA

Diploma in office automation and DTP

Skills

- SMART goal setting
- Transformational leadership
- Closing processes
- Accounts Payable and Receivable (AP/AR)
- Data entry
- Tax accounting
- Financial reporting
- Salesforce
- Customer service
- Customer relations
- Sales training
- Internet and e-mail marketing

Additional Information

- Passport Number-L2928050
- U A E Driving License No-2470870
- Visa Status – Partner visa
- Own car

Language Proficiency

English, Hindi, Malayalam

Declaration

I assure the details provided by me are true to the best of my knowledge.

Date: 20/12/2022

Place: Umm Al Quwain

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