

MUHSIN P M
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ponnathmuhsin@gmail.com
MOWAILEH COMMERCIAL
SHARJAH-U.A.E

The General Manager/HR Manager

Sub: Application for Suitable Position

I would like to take this opportunity to undertake an Assignment with your esteemed organization where I can contribute my strong skills developed during my past experience, education and training. My area of expertise and previous experience belongs to Accounts, Administration and Operations in several industries (eg: banking, finance, telecommunication,) I have 4 Years of experience in Accounts & Administration. I have to my credit, professional qualifications like B.Com (Bachelor ofCommerce in Computer Application) Master of Accounting programme, office Administration, and Accounting soft wares like Tally ERP, PEACHTREE, Quick Book ,MS office, and other related computer applications

I am confident of achieving desired Business results in a given competitive environment, by Responding, Performing & Growing Positively. Please find enclosed my profile for your due consideration.

I shall appreciate a line in reply and a personal meeting to Explore ahead.

Yours sincerely

Muhsin P M



Job Objectives

Join an organization, which provides professional and challenging opportunity to prove myself and establish a growing career path in accounts and Admin field along with the Organization.

ACCOUNTANT & ADMINISTRATOR

MUHSIN PM

CONTACT

 MOWILEH COMMERCIAL
SHARJAH - UAE

 +971 0507817300

 ponnathmuhsin@gmail.com

EDUCATION

BACHELOR OF COMMERCE

TALLY ERP, PEACHTREE, QUICK
BOOK, MS EXCELL, WORD,
PERFECT AUDITOR, NETWORK,
CCNA, FIBER OPTICS, OAM, AOA,

EXPERTISE

- LEADERSHIP
- ACCOUNTS & FINANCE
- PAYROLL MANAGEMENT
- SUPPORT AUDTING
- AUTOCAD
- VAT RETURN &
SUBMISSION
- VAT RETURN & GST
- OPTICAL FIBER
TECHNICIAN
- SOFTWARE & BACK END
CO-ORDINATOR

WORK EXPERIENCE

ACCOUNTANT Sarma & CO Tax consultant (finance,Auditor) PART TIME

- ✓ CREATION AND KEEPING OF ACCOUNTING RELATED DOCUMENTS.
- ✓ ASSIST THE AUDITOR
- ✓ PREPARE BUDGETS AND MONITOR EXPENDITURES
- ✓ REVIEW AND APPROVE SUPPLIER INVOICES RELATED TO A PROJECT
- ✓ PETTY CASH TRANSFER & EXPENSES BILLS CLARIFYING.
- ✓ RECONCILE BANK STATEMENTS, ACCOUNTS PAYABLE AND RECEIVABLE.
- ✓ REVIEW ACCOUNT TOTALS RELATED TO PROJECT ASSETS AND EXPENSES
- ✓ COMPUTE TAXES & SUBMIT TAX RETURNS ON TIME.
- ✓ AUDIT FINANCIAL TRANSACTIONS FOR MONTHLY, QUARTERLY AND ANNUAL CLOSINGS.
- ✓ CREATE AND SUBMIT BALANCE SHEETS AND PROFIT/LOSS

ADMIN (INDUSIND BANK)

BHARATH FINANCE

- ✓ Support all internal and external HR related inquiries or requests.
- ✓ Maintain digital and electronic records of employees.
- ✓ Serve as point of contact with benefit vendors and administrators.
- ✓ Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- ✓ Maintain calendars of the HR management team.
- ✓ Oversee the completion of compensation and benefit documentation.
- ✓ Assist with performance management procedures.
- ✓ Schedule meetings, interviews, HR events and maintain agendas.
- ✓ Coordinate training sessions and seminars.
- ✓ Perform orientations and update records of new staff.
- ✓ Produce and submit reports on general HR activity.
- ✓ Process payroll and resolve any payroll errors.
- ✓ Complete termination paperwork and exit interviews

STRENGTHS/ SKILLS

- WILLINGNESS TO TAKEUP RESPONSIBILITIES
- EXCELLENT COMMUNICATION SKILLS
- ABILITY TO WORK UNDER PRESSURE
- QUICK LEARNER

LANGUAGES

- ✓ ENGLISH,HINDI,MALAYALAM & TAMIL

PERSONAL DETAILS

- NATIONALITY : INDIAN
- VISA STATUS : VISIT
- PASSPORT NO:T2568098
- DOB : 23/03/1997
- AVAILABILITY: IMMEDIATE

EXECUTIVE [AIRTEL TELESONIC BHARATHI] TELECOMMUNICATION

- ✓ CONFIGURATION AND INSTALLATION OF FIBER OPTICS
- ✓ DTH & MODEM CONFIGURATION
- ✓ COMPLAINT MANAGEMENT
- ✓ BACK OFFICE CO-ORDINATION
- ✓ TAKE CARE OF FIBER OPTICS AND SPLICING AND RECTIFY FIBER OPTIC PROBLEM AREAS.
- ✓ DUTIES INCLUDED HAVING TECHNICIANS REPORT IN EACH DAY OF ASSIGNMENTS,TO ENSURE QUALITY CONTROL,MAINTAIN HIGH LEVEL OF CUSTOMER SATISFACTION,AND TROUBLESHOOT SYSTEM PROBLEM
- ✓ IP AND ETHERNET CUSTOMER NETWORK CONFIGURATION
- ✓ SUPERVISED A TEAM OF 8-10 BROADBAND TECHNICIAN,PROVIDED TECHNOLOGY SUPPORT, INSTALL SERVERS,
- ✓ STORE MAINTENANCE
- ✓ Inventory Control & Staff Supervision Skills

DECLARATION

I hereby declare that all the details given above are true to the best of my knowledge and belief