



## ZUHAIR V.S

**Email:** [Zuhairsaid@gmail.com](mailto:Zuhairsaid@gmail.com)

**Contact Phone Number:**

**Mobile :+974 7768 8470 (Qatar)**

**Permanant Address:**

**Velloor Manningayil House**

**P.O.Kochanoor**

**Vadakkekad(VIA)**

**Thrissur District**

**Kerala-679562**

**India.**

**Personal Data:**

Father's Name : Saidumohammed

Date of Birth : 17.05.1995

Religion : Islam

Sex : Male

Marital Status : Single

Nationality : Indian

**Visa details:**

Visa Number : 382019624364

Date of expiry : 23-04-2020

**Reference:**

Name and Contact Details for Reference can be provided upon request.

### Overview

**Accountant** at **Dreams World Properties**, started on **January 2019**

**Accountant** at **Emerging Buds School** started on **October, 2017**, With an experience in **computerized accounting**.

**Accountant** at **Signroots Technologies LLP** started on **May 2015** Dealing in **computerized and manual accounting**

### Education Qualifications

**Bachelor of Commerce** from Prathibha College, Thrissur  
(**University Of Calicut, Kerala**): 2012-2015.

12<sup>th</sup> GOVT Higher Secondary School Kochanoor: 2010-2012.

10<sup>th</sup> GOVT Higher Secondary School Kochanoor : 2010

### Technical / Professional Qualifications

- Advanced Diploma in Computerized Financial Accounting.  
(Software: Tally)
- Office automation.  
(Tools: MS-Word, MS-PowerPoint, MS- Excel, etc.)
- Compatible with internet.

### Areas of Interest

Accounting, Finance, Sales and Marketing.

### Summary

- Responsible as an **Accountant** in the firm.
- Participated as an **organizer** for team members.
- Participated as a coordinator.
- Work dedicated **Team player**.
- Self-motivated with good **communication skills**.

### Passport Details

Passport No. - R3534724.

Place of Issue - Cochin.

Date of Issue - 05/09/2017.

Date of Expiry - 04/09/2027.

## Professional Experience

1. Name of the Firm : **Dreams World properties**  
Designation : **Accountant.**  
Duration : 18<sup>th</sup> January -2019 to 10<sup>th</sup> December -2019

### Job Responsibilities:

- Prepare and finalize monthly P&L, Balance Sheet and other financial reports.
- Preparation of Bank and Cash Reconciliation statement.
- Monitoring receivables and payables and submitting various reports to the Management.
- Complete control of accounts payables by verifying invoices, time sheets etc.
- Assisting the preparation of trial balance& balance sheet of the company
- Arranging the payment of staff salaries through the computerized payroll system.
- Inspect account books and accounting systems to keep up to date.

2. Name of the Firm : **Emerging Buds School Chammanoor, Kerala.**  
Designation : **Accountant.**  
Duration : 10<sup>th</sup> October-2017 to 29<sup>th</sup> September-2018.

### Job Responsibilities:

- Prepare and finalize monthly P&L, Balance Sheet and other financial reports.
- Preparation of Bank and Cash Reconciliation statement.
- Monitoring receivables and payables and submitting various reports to the Management.
- Complete control of accounts payables by verifying invoices, time sheets etc.
- Assisting the preparation of trial balance& balance sheet of the company.
- Arranging the payment of staff salaries through the computerized payroll system.
- Inspect account books and accounting systems to keep up to date.
- Formatted spreadsheets and workbooks for print, document reproduction, and presentations.

3. Name of the Firm : **Signroots Technologies, Kunnampulam, Kerala**  
Designation : **Accountant.**  
Duration : 04<sup>th</sup> May-2015 to 30<sup>th</sup> June-2017.

**Job Responsibilities:**

- Maintenance of General Books of Accounts of the Company.
- Monitoring receivables and payables and submitting various reports to the Management.
- Complete control of accounts payables by verifying invoices, time sheets etc.
- Assisting the preparation of trial balance & balance sheet of the company.
- Posting of Cash Books and other ledgers & Registers in Tally.
- Reconciliation of Bank Accounts and interaction with Banks.
- Dealing with Cash and Banks.
- Maintenance of proper files, Registers and Records in Accounts Department.
- Prepared routine reports, Proficient with all MS office applications.
- Formatted spreadsheets and workbooks for print, document reproduction, and presentations.

**Key Skills**

- Ambitious & Flexible with an ability to adapt to changing environment.
- Knowledge based skills acquired from education.
- Dedicated hard working.
- Team facilitator. Extensive knowledge of multiple generations of Microsoft Excel software.
- Excellent interpersonal and oral communication skills.

**Languages Known**

English, Hindi, & Malayalam.

*I hereby declare that all the information provided by me in this application is factual and Correct to the best of my knowledge and belief.*

Place: Doha

Date:

yours truly,

**ZUHAIR.V.S**