

Chandrasekharan Thottiyil
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Doha, Qatar



Career Objective:

Associated with progressive organization that will afford me the opportunity to establish the value of my extensive experience in any related field.

Academic Qualification:

- ✓ **B.A Degree** (Economics), Calicut University, Kerala, India
- ✓ **M.A Degree** (Economics), Calicut University, Kerala, India
- ✓ **H.S.C** (Higher Secondary), Commerce & Economics,
- ✓ **S.S.L.C** (Secondary School)

Experience Summary:

- ✓ Credit Control Executive, Sodamco Qatar WLL, Qatar
- ✓ Administration cum Accountant, Teyssen Krupp Udhe Company, Qatar
- ✓ Administration cum Accountant, Al Maaref Int'l Trading Co, Qatar

Areas of Strength:

- ✓ Knowledge of General Accounting and Financial Statements
- ✓ Credit Control
- ✓ Debtors Reconciliation
- ✓ Bank reconciliation statement
- ✓ Data Entry & Cheque Entry.
- ✓ Account opening (Cash / Credit account).
- ✓ Investigation, analyzes risks, decision making, sales order approvals, customer visiting, payment follow up & working with Aging reports

Technical Skills

- ✓ SAP
- ✓ Tally
- ✓ Peach Tree
- ✓ Oracle

Experience as Credit Control Executive (Sodamco Qatar WLL, Qatar)

- ✓ Handling Key Accounts Receivables
- ✓ Debtors Debit/Credit note Accounting
- ✓ Debtors Credit Control
- ✓ Customer Master Control
- ✓ Balance confirmation & Reconciliation (Debtors & Creditors)
- ✓ Debtors Review of Credit Limit & Credit Days
- ✓ Intercompany Transactions
- ✓ Preparing salesman commission report monthly.
- ✓ Collection Overdue Report
- ✓ Total Collection Report (Monthly)
- ✓ Ageing Report (Key Accounts & Export)
- ✓ Performance Analysis for Key Account Customers
- ✓ Bank Reconciliation Statement
- ✓ Co-ordinate in monthly closing and preparation of monthly financial statements
- ✓ Undertake a range of administrative duties to support the team
- ✓ Account opening cheque Entry
- ✓ Working on Aging report to reduce the overdue invoices.

Experience as Administration cum Accountant (Teyssen Krupp Udhe Company, Qatar)

- ✓ Account payable
- ✓ Coding and posting receipts
- ✓ Account write-Offs and Payment reversal
- ✓ Maintain telephone and personal contact with attorneys, staff and vendors.
- ✓ Monthly Reports

Experience as Administration cum Accountant (Al Maaref Int'l Trading Co. Qatar)

- ✓ Handling Key Accounting Payables
- ✓ Debtors Debit/Credit Note Accounting
- ✓ Customer Master Control
- ✓ Balance Confirmation Vendors
- ✓ Intercompany Transaction
- ✓ Payment Follow Up
- ✓ Office Administration

IT Skills

- ✓ Excellent in Ms-Office Tools
- ✓ General System Trouble shooting
- ✓ Web Browsing

Language Skills

- ✓ English (Read, Write & Speak)
- ✓ Arabic (Speak)
- ✓ Malayalam (Write, Speak & Read)
- ✓ Hindi (Speak)
- ✓ Tamil (Read)

Personal Details

Gender : Male

Nationality : Indian

Civil Status : Married

Visa Status : NOC with Release

[Supporting Document and the references details will be provided on request](#)