

## CURRICULUM VITAE

**Mohamed Sulaiman**

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### **OBJECTIVES**

Seeking a challenging environment, providing brain thrust, resource stimulation, enhancement, creativity, originality and professionalism to the core.

### **EDUCATIONAL QUALIFICATION**

<b>Master of Business Administration</b> Anna University – Tamil Nadu – India	<b>(M.B.A)</b>	70%	2015
<b>Bachelor of Business Administration</b> Bharathidasan University – Tamil Nadu – India	<b>(B.B.A)</b>	66%	2013
<b>Diploma in Computer Application</b> Apollo Computer Education – Tamil Nadu – India.			2013

### **EMPLOYMENT HISTORY** : 3 Years

#### **1. January' 2012 – June' 2013 Administrative Asst. / Document Controller**

From January 2012 to June' 2013 - Working as a **Administrative Asst. / Document Controller** in M/s. Thamim Constructions Building Cont. – Tamil Nadu – India.

#### **Job Profile**

- ❖ Giving Secretarial support to the Manager and other superior staff in completing day-to-day company activities.
- ❖ To maintain log for all the incoming and outgoing correspondence.
- ❖ Create files accordingly and maintain the filing system.
- ❖ To send and receive E-mails.
- ❖ To distribute the documents to the concerned staff as indicated in the distribution list.
- ❖ To prepare letters as instructed by the Manager.

#### **2. November' 2015 – June' 2017 Assistant Accountant Cum Cashier.**

From November 2015 to June' 2017 - Working as a **Assistant Accountant cum Cashier** in M/s. Al Hadeed Manufacturing & Trading Pvt. Ltd - India

**Job Profile- ACCOUNTANT**

- Monitoring daily collection and deposit in bank.
- Preparing vouchers for cash payment.
- Reconciliation of Bank Account.
- Reconciliation of Ledger Account with inter party Accounts.
- Entering Accounts Receivable & Payable Bill in system wise.
- Preparing MIS Report and forwarded to Head Office.
- Preparing Drivers, Staff & Helpers Salary in Payroll
- Vehicle master maintaining & Depreciation calculation.
- Auditing Import & Export Companies.
- Data Entry and Maintenance Files for all transaction.
- Telephone Operation & Customer Service.
- Preparing necessary statement as per auditor request.
- Accounts transaction entries posting with Tally Accounting package

**Job Profile - CASHIER**

- Implemented POS based transaction processing systems that enhanced billing and cashiering accuracy by 60%.
- Reduced waiting time for customers by 3 minutes on average through leveraging quick and effective automated bill generation mechanisms.
- Balanced cash drawer for the previous 6 months and removed all discrepancies within a fortnight of hiring.
- Trouble shooting software problems.
- Cash handling.
- Depositing the cash at the bank.
- Submitting cash collection report to the manager.
- Handling Petty cash book.

**EMPLOYMENT RECORD : 3 Years**

January ' 2012	-	June' 2013	<b>Administrative Asst. / Document Controller</b> M/s. Thamim Constructions Building Cont. Tamil Nadu – India.
November' 2015	-	June' 2017	<b>Accountant Cum Cashier.</b> Al-Hadeed Manufacturing & Trading Pvt.Ltd. Tamil Nadu - India.

**COMPUTER KNOWLEDGE**

Operating System	:	Windows XP/7/10
Word Processing	:	MS Word
Spread Sheets	:	MS Excel
Packages	:	Power Point
Database	:	MS Access
Internet Tools	:	Internet Explorer
E-mail Tools	:	MS Outlook, Outlook Express
Accounting Packages	:	TallyERP9

**ADDITIONAL SKILLS**

- : Skills in office administration and bank work.
- : Excellent experience in document control systems.
- : Updated the accounts receivable ledger and collected outstanding accounts.
- : Prepared time cards and entered payroll information into the payroll ledger.
- : Proficient in MS Office.
- : Proficient in e-mail and internet use.

**LANGUAGES KNOWN**

- English : Read, Write, Speak
- Tamil : Read, Write, Speak

**OTHER PARTICULARS**

- : Male, 11<sup>th</sup> August 1993, Unmarried, Indian, Muslim.

**PASSPORT NO**

- : K2723755

**VISA STATUS**

- : Visiting Visa (Transferable) valid up to Jan 30 2018

**Personal Strengths**

- Possess a pleasing personality.
- Quick learner and result oriented.
- Hardworking, energetic and sincere.
- Willing to learn and well organized.
- Team working and business orientation.

**Reference**

Will be furnished if required.

I hereby declare that the above statements made by me are true correct to the best of my knowledge and belief.

**Mohamed Sulaiman.**

Dubai - UAE.