**AMEER V**

**CONTACT**:  **00917560851890**

**EMAIL**: ameervpuravoor@gmail.com

**KERALA** – **INDIA**

**OBJECTIVE**

To pursue a successful challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

SUMMARY

* + - **3 Year Works as Petrol station Manager at SASCO (KSA) to manage station, make daily sales report & employees performance,etc and to solve customer complaints and needs.**
    - **2 Year Works in ALSADI CEMENT PRODUCT AT OMAN as Office Assistant Cum Cashier**
    - **4 Year Works in ADNOC DISTRIBUTION ABUDHABI as C store Sales Attendent to manage consumable store and billing, making purchase order and receiving the same LPO .**

PROFESSIONAL EXPERIENCE

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| --- | --- | --- | --- | --- |
| **Duration** | **Organization** | **Relation to Finance** | **Designation** | **Location** |
| 2020 Jan to 2023 jan | SASCO ( Saudi Automative Service Company) | Sales & Service. | STATION MANAGER | Jeddah-  KSA |
| 2017 Feb to 2019 July | Cashier Cum Accounts at Al Saadi Cement Products | Service& Building materials | Cashier cum office Accounts | OMAN  MUSCUT |
| 2013 May to 2016 Oct. | ADNOC DISTRIBUTION | Cashier &Sales | Cashier/Salesman | Abu Dhabi-UAE |
| 2008 Aug to 2013 Feb | Expanse India Buildcon Pvt. Ltd | Service & Construction | Accountant | Kerala-India |

**Responsibilities**

* Manage all accounting operations including, Billing, A/R, A/P, GL and Counsel, Cost Accounting, or federal government agencies as needed.
* Manage Employees and arrange duties on time.
* Handling Cash dealings
* Preparation of Profit and Loss Reports and MIS along with Schedule, General Ledger, Receivables and Payables ledger and Payroll Ledgers.
* Daily stock checking and Preapare Purchase orders.
* Co-ordinate with the follow up clerk for the collection from the customers.
* Participate in all financial closing activities.
* Calculate and distribute wages and salaries.
* Reconcile accounts and balances on a monthly basis
* Receive and maintain the database of bank guarantees to ensure accuracy at all times.
* Provide all information and data to the internal auditors of the Council and external auditors to assist in their work and report preparation.
* Prepare sub-ledger reports on a monthly basis.

EDUCATION

**Academic**

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| --- | --- | --- |
| **Degree** | **University** | **Year of Passing** |
| Bachelor of Commerce ( Co-Operation)-69% | Calicut University | 2007 |
| +2HSE(Commerce)-74% | HSE Board Kerala | 2004 |
| SSLC-61% | Kerala Board | 2002 |

ACCOUNTING CERTIFICATIONS

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| --- | --- |
| **Application** | **Name of Certification** |
| **“TALLY” 7.2** | Successfully completed the 2 months’ course in learning the software |
| **“Advance Excel from MS Office”** | Successfully completed the course in advance excels from MS Office software |

FINANCESPECIALTIES AND SKILL SETS

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| --- | --- |
| Financial Package | Tally, ERP-Oracle |
| Office Applications | MS Word, MS Excel, Office and Outlook Express |

PERSONAL PROFILE

Date of Birth : 26-05-1986

Marital Status : Married

Language Known : English, Hindi, Malayalam and Arabic

Nationality : Indian.

Passport No : R0362739

Passport Expiry : 09-07-2027

CONTACT DETAILS

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| **Current** |
| KANNUR-KERALA-INDIA |
| Mob:00917560851890 |