

# RESUME

## MUNEER KALATHIL



### Email

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Mob: 00971 0581389651

### Address for Communication:

Deira

Dubai

### Passport Details

Passport No : U9071104

Date of Issue : 08.02.2021

Date of Expiry: 07.02.2031

Visa Status : Visit Visa

### Personal Data

Date of Birth : 28/03/1983

Age : 36

Sex : Male

Nationality : Indian

Marital Status: Married

## Objectives

To build a career with a growth-oriented organization where I can explore my capabilities and realize my potential.

## Education

- Bachelor of Commerce
- Pre-Degree
- Kerala State Board

## Computer knowledge

- Diploma in Computer Application (DCA)

## Additional Skills (Finance/Accounts)

- SAP FICO
- Tally ERP 9
- Peach tree
- Quick book

## Languages known

- English
- Iran
- Russian
- Hindi

## Educational Details

COURSE/ DEGREE	SCHOOL/ COLLEGE/ UNIVERSITY	YEAR OF PASSING
S.S.L.C	Kerala state board	1999
Pre-Degree	Calicut University	1999-2001
B.com	Calicut University	2001-2004
M.com	Madras University	Not Completed

## Work Experience in the field of accounting: -

- Vitek General Trading L.L.C.Dubai. from 2011 to 2022
- Geepas International L.L.C.Dubai. 2009 to 2011
- Acquire Trading L.L.C Diera. Dubai. 2006 to 2009

## **Areas of expertise**

- Prepare, examine and analyses accounting records financial statement and other financial report to assess accuracy completeness and conformance to reporting and procedural standard
- Handling bank reconsulting. pay roll and other related jobs
- Analysis business operation, trend, cost, revenues, financial commitment and obligation to project future revenues and expenses or to provide advice
- Develop, maintain and analyses budgets review periodic reports that compare budgeted cost and actual cost, independently handling accounts finance and banking departments operation
- Report to management about finance of establishment, control procurement and handle inventory management related function
- Take care of accounts relievable flow up: prepare cash flow statement and final accounts
- In charge of cash book, general ledger personal ledger journal register, transactions, reconsulting of bank statement and other accounts
- Prepare monthly financial statement, analyses job cost and manage administration work

## **DECLARATION**

I Solemnly declare that the information furnished above is true to the best of my knowledge.

Place: Dubai  
Date: 03-06.2023

Muneer Kalathil