



SHUHAIL KOLEYATH

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to work in a dynamic, team oriented, competitive and cooperative environment in a reputable organization to express my knowledge and skills and in return to get professional, proficient and prosperous career.

✉ shuhailkakkadavu@gmail.com

☎ +971563963548

📍 Sharjah, United Arab Emirates

WORK EXPERIENCE

Accountant - (3 Year)

Manarat Al Azrah Tech Cont LLC-Sharjah

Duties & Responsibilities:

- Preparation of accounts
- Creating invoices and credit memos
- Updating customer files
- Sending invoices and payment reminders to customers
- Manage balance sheets and profit/loss statements
- Prepare workers payroll
- Compute taxes and prepare tax returns
- Comply with financial policies and regulations

Cashier & Customer Service Staff (1Year)

Barbeque Restaurant Bangalore

Duties & Responsibilities:

- Cash Handling and card transaction
- Counting up the day's takings and depositing the proceeds into the safe
- Ensuring the store is ready for new promotions
- Dealing with customer complaints, and escalating the issue to management level if necessary
- Providing customers with advice on the right products
- Providing customers with advice on the right products

EDUCATION

Professional Diploma in Indian and Foreign Accounting With SAP

Gtec Computer Education, Kerala, India

2015 - 2017

Accounting Software

- QuickBooks
- Peachtree
- Tally ERP 9
- Tally Prime

Bachelor of Commerce (Bcom)

Kannur University, Kerala, India

2014 - 2017

SKILLS

Accounting

Typing(English&Arabic)

Good Communication

Customer Service Skills

Documents Controlling

Data Entry

MS Word

Excel

Emailing

Vat Return Filling

CERTIFICATES

INTERNATIONAL ASSOCIATION OF BOOKKEEPERS

SAP

PDIFAS

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Arabic

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

Travelling

Reading

Learning Languages

Outdoor Gaming