

Abridge

Personal Details

Address:

Shyalayam , Near Vattakulam
Water Tank

Adikadalayi, Kannur – 670007
Kerala

Nationality: Indian

Status: Male/Married

Religion: Hindu

DOB: 15-May, 1975

Passport No: P4945969

Date of Expiry
:25/12/2026

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E-Mail

shyamkumarsk@gmail.com

Strengths/Skills

- ▶ Strong inter- personal and communication skills
- ▶ Ability to understand easily new concepts with minimum refractory time
- ▶ Perseverance and Integrity to Work
- ▶ High adaptability
- ▶ Objectivity
- ▶ Innovative thinking

I seek a challenging position in which I can use my Analytical expertise, together with my technical and management skills, for the development of new technologies and applications beneficial for everyone. Very obsessed to management studies, possess administrative quality and any opportunity to gain administrative knowledge would be exploited.

Career Graph

On August 2023 to Still

Green Point - Qatar

Position- Accounts cum Store in charge

Working as Accountant cum Store in Charge at Green point trading – Checking Daily store work (Stock, Sale, Purchase, Return and Damages), and using Tally I have doing the journal Entry and make the accounts Finalisation reports.

On July 2019 to August 2023

Trust worth - Kannur

Position- Senior Accountant Cum Inventory Management

Worked as Senior Accountant at Trust worth – the dealers of Whole sale inner wear (Jockey, Blossom & Poppes) at Kannur, Using Tally I have doing the journal Entry and make the Finalisation reports. And filing the GST in monthly using Tally.

2017 September to 2019 July

Cochin majlis Restaurant- Ernakulam

Position- Accountant cum Manager

Worked as Accountant and Manager in a Reputed restaurant Cochin majlis at Ernakulam. Making finalization reports and GST filing. I have well managed the Restaurant also.

On July 2016 to August 2017

Quality Retail Group in Qatar

Position- Fresh Food Buyer

Worked as Fresh Food Buyer in Quality hyper Market, Salwa Road at Quality Retail Group.

2014 October to 2016 July

Raandhal Restaurant

Position- Accounts Manager

Working as a Financial Accounts Manager cum Administrator in Raandhal at Kannur

2012 September to 2014 October

Aquarius Group (Hotel& Beer Parlor)

Position-Finance Assistant cum Office administrator

On this period worked as Financial Assistant (Sales tax, Payroll and hotel administrative section) and office administrator

2009 March to 2012 August

EMKE Group of Companies, U.A.E. [Lulu Hypermarkets and Malls - GCC]

Position- Import Buyer (Environment: SAP-R3, BI& WMS)

Since March 2009 to August 2012 worked as Buying coordinator in fresh food department.

Languages Known

- English
- Malayalam
- Elementary Hindi, Tamil

2005 October to 2009 March

**EMKE Group of Companies, U.A.E. [Lulu Hypermarkets and Malls - GCC]
Position- IT support (Environment: SAP R/3(SD & MM)**

From October 2005 to March 2013 worked as IT support (Using SAP and WMS (Warehouse Management System)) at Lulu Central Warehouse, Dubai

Job Profile

- In Accounting section Day book entry, financial statement creation bank transactions & Sales tax transaction. Also checking stock and the purchase of the items, cost controlling.
- Contact suppliers and check the quotation of the Products price, check the Warehouse and system stock of the item, negotiating for the cost price. Preparing Purchase order, price verification and changing selling price on the basis of market retail price. Import customs clearing and ordering for products. Quotation verifying and make order for product with checking the price and movement of the products.
- Monitor overall EDP activity in the firm by ensuring the smooth business process using environment **SAP/R3 - MM** and **SD** Modules. (Material Management and Sales and Distribution)
- Maintaining all shipments, troubleshoot problems in custom documentation, cost allocation and posting of all type of invoices to the offshore Rigs.
- A prepared weekly and monthly sale reports for the sales team and sales management and generated repeat business through successful client follow-up.

Technical Expertise in IT

- Good knowledge and Extensive background in Microsoft Windows Operating System and IT Network communication systems.
- Installation and Administration of PC's, Networks OS, Software's and application packages.
- Good knowledge in WAN and Routing protocols, Networking Security, Firewall management with advanced networking and Multicast switching.
- System Administration includes User Management and Backup Schedules.

Education

Secondary School Leaving Certificate (1990)- GHSC, Kannur, Kerala

Pre Degree (1992) - Mahatma College (Private study)

Degree in B.Sc. Mathematics (1995)- Calicut university

Certifications

DIPLOMA IN COMPUTER APPLICAION & Programming

Govt., Polytechnic, Kannur

PGDCA

DCA

Sree Shankarachariya Computer institute, Kannur

References

I do here by declare that the above given particulars are true and correct to the best of my knowledge

ShyamKumar P.P