



### ***HARIS THAJUDEEN***

**Mobile :058-14144 79 / 055-15637 43**

**E-mail: haristhajsaud@gmail.com**

**Current Location: SHARJAH**

### **Career Objective:**

To work with in an innovative and competitive world that will help me explore myself and realize my true potential, and to work with dedication and sincerity in fulfilling my organization's and my goals, there by contributing towards the organization's as well as my personal growth.

### **Educational Qualification:**

**Bachelor of Commerce (B. Com), (Kerala University), India.**

### **Personal Statement:**

- Have more than **2** years of most valued experience as **ADMIN CUM ACCOUNTANT in Saudi Arabia.**
- Have more than **2** years' Experience as **SUPERVISOR in Saudi Arabia**
- Have more than **2** years ' Experience as **Customer Service Executive.**

**Proven ability to learn fast, initiate and lead teams and actively identifies new areas for learning.**

### **Professional experience:**

#### **DEAL GULF CONTRACTING CO. (RIYADH, SAUDI ARABIA)**

**ADMIN CUM ACCOUNTANT (from 2018 to 2020)**

- Responsibly managed all financial departments like Accounts Payables, Receivables.
- Preparing quotations for clients in timely manner.
- Summarizing the project report.
- Maintaining file keeping system and documentation.
- Construction site supervising and organizing employees.
- Supporting the preparation of taxes and tax returns.
- Maintaining petty cash and office expenses.

## **VATHAFATH CONTRACTING CO.**

**SUPERVISOR** *(From 2016 to 2018 at KING KHALIDH INTERNATIONAL AIRPORT - RIYADH, SAUDI ARABIA)*

- Manage food and beverage inventory in regular basis.
- Receiving and verifying invoices and stocks.
- Reporting to HR and senior management regarding the performance of the employees.
- Inspect food and beverage products and thus maintain goodwill of the company.
- Overseeing the purchase requirements of food and related products.

## **MUTHOOT FIN. CORPORATION (KERALA, INDIA)**

**CUSTOMER SERVICE EXECUTIVE** *(From 2011 to 2016)*

- Maintaining records of all documentation.
- Maintaining cash book and cheque book.
- Preparing money transfer services.
- Providing all loans on the basis of verification of customer documents and financial status.
- Handling receipts and payments.
- Ensure proper maintenance of bank deposits and withdrawals.
- Providing gold loan and gold appraising.
- Issuing notice to the customer in case of loan arrears.

## **MAXVALUE CREDITS AND INVESTMENTS (KERALA, INDIA)**

**CREDIT CONTROLLER** *(from 2020 to 2022)*

- Evaluating new credit requests and conducting client credit checks.
- Managing and collecting debts from company debtors.
- Setting up the terms of credit for new clients.
- Negotiating payment plans.
- Managing the collection of all payments and debts.
- Responding to client enquiries.
- Processing invoices.
- Preparing statements and report for the company accountant.
- Managing the sales ledger.
- Liaising with customers and the sales team.

## **Personal Details:**

- Date of Birth : 09 July 1989
- Sex : Male
- Nationality : Indian
- Hometown : Kerala
- Religion : Muslim
- Marital Status : Married
- Visa Status : visit Visa (**Can Join Immediately**)
- Driving licence: valid in Saudi Arabia

## My strengths:

- Strong believer of hard work and Smart Work
- Confident and optimistic by nature
- Very reliable, flexible, and eager to learn.
- Can work well independently or as a part of team.
- Good Team Player
- Creativity

## Computer skills:

- TALLY 9.ERP
- MS Office
- Excellent typing speed

## Achievements:

Ensured steady career growth by using the knowledge gained from previous experiences and by upholding dedication and commitment in work profile.

## Language Proficiency:

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
▪ English	*	*	*
▪ Hindi	*	*	*
▪ Arabic	*	*	
▪ Malayalam	*	*	*
▪ Tamil	*		

## Hobbies/Interests:

- Listening to music
- Reading

## Declaration

I hereby declare that all the statements made in the above resume are correct to the best of my Knowledge and belief.

Date:  
Place:

Yours Faithfully

HARIS THAJUDEEN