



THOYYIB OLAPPULAN

Accountant

PROFILE

Dedicated Accountant with a proven track record of maintaining accurate financial records and ensuring compliance with established accounting standards. Adept at managing data entry tasks with efficiency, Expertise in accounting software Tally and Microsoft Excel. Extensive experience in handling financial transactions, reconciling accounts, Possesses strong analytical and problem-solving skills. Seeking to contribute my skills and expertise to a dynamic organization in the UAE.

CONTACT

Mobile:
971 545897493

Email:
thooyibop@gmail.com

PERSONAL DETAIL

Date of Birth : 5 Dec 1995

Passport No : S5281062

Nationality : Indian

Marital Status : Single

EDUCATION

Batchlor of Commerce –
2013 June - March 2016
University of Calicut - India

Plus, Two (Commerce)
From 2011To 2013
Kerala Education Board

Softwares:
ACCOUNTING, TALLY, EXCEL,
QUICK BOOK

WORK EXPERIENCE

Accountant,- (May 2019 – Present)
Sajidha Group (Corporate office)– Sharjah UAE
(Posting of Daily Cash Collection Report, Payment Vouchers and Branch statements, Bank Reconciliation and MIS Preparation)

Accountant Cum Office Staff – (Jun 2017 - March 2019)
KEY YEM Pharma -Kottackal , Kerala -India
Responsible To Perform receptionist, Data Entry and timely other office related duties. Maintain filing system database

Data Entry Operator – April 2016 To Dec 2016
Regal home city Kottackal
Maintains database by entering new and updated customer and account information

SKILLS

- . Good verbal and written communication skills
- . Ability to deal with people diplomatically
- . computer skill
- . Teamwork
- . Time management