



## **SUBAIR:KM**

AL QUISAIS, DUBAI

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Mob- 052 8932217

### **SUMMARY**

**Commerce graduate** with total **7 years** of rich and varied experience in **Financial Accounting & Administration and Buying Department**. Well versed in **MS Office and Accounting software**.

### **PROFESSIONAL EXPERIENCE**

#### **SONA GROUP OF COMPANIES–AJMAN-U.A.E. (AN ISO 22000:2005 CERTIFIED COMPANY)**

Position Title: Accountant & Purchasing Manager

Duration- Since-NOV 2011 TO JAN 2014.

#### **The Chief Task Handled**

- Prepares asset, liability budget and capital account entries by computer and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Maintaining petty Cash to meet the daily office expenses.
- Preparing Bank Reconciliation Statement.
- Provides payroll information by collecting time and attendance records.
- Preparing financial statements of all months.
- Cooperating with audit companies..
- Forecasting price trends and their impact on business.
- Monitoring and managing supplier performance.
- Training up and then supervising junior's buyers in the company.
- Placing orders and monitoring delivery dates.
- Forecasting the future levels of demand for product.
- Attending meetings and trade conferences as required.
- Ensuring compliance to company purchasing guidelines and systems.

- Assisting with following up overdue accounts for payments.
- Marketing and developing an approved supplier List

### **SUNRISE BAKERY – AL QUSAIS – DUBAI – UAE**

Position Title: Accountant & Purchaser

Duration- APRIL 2015 TO OCTOBER 2015

- Managing receivables and payables.
- Maintaining petty Cash to meet the daily office expenses.
- Preparing Bank Reconciliation Statement.
- Preparing cash flow & fund flow statements.
- Preparing financial statements of all months.

### **PROMPT BUSINESS SOLUTION FZE – RAS AL KHAIMA – UAE**

Position Title: Accountant & Purchaser

Duration- NOVEMBER 2015 TO FEBRUARY 2017

- Documents financial transactions by entering account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Managing receivables and payables.
- Providing ERP services for small scale business
- Provide business solutions to customers
- Make audit assistance services
- Give necessary service for finalization of customers account

### **MAD AL BAHER FOODSTUFF TRADING – SHRAJAH – UAE**

Position Title: Accountant

Duration- JUNE 2017 TO APRIL 2019

#### **The Chief Task Handled**

- Vat Submission.
- Expense Recognition.
- Reimbursement.
- Credit and ratio analysis to monitor performance.
- Maintaining petty Cash to meet the daily office expenses.
- Preparing Bank Reconciliation Statement.
- Preparing cash flow & fund flow statements.
- Managing receivables and payables.
- Proficient in accounting, Spreadsheet, Management and other Financial Reports.
- Prepare budgeting.
- Allocation and Realization of revenue.

## EDUCATIONAL QUALIFICATION

- Master Degree in commerce
- Bachelor Degree (Commerce)-Calicut University.
- Plus Two (Kerala Higher Secondary Board).
- Secondary School Leaving Certificate (S.S.L.C) Kerala. India.

## PROFESSIONAL QUALIFICATION

- Accounting Package - Diploma Computerized Financial Accounting (DCFA) and M.S.Office (Word, Excel, PowerPoint.)
- Interior Designing-Post diploma in interior architectural designing in Caddcentre Thrissur

## KEY SKILLS

- Good Skills in **Tally ERP ,Peachtree, Quick book, Focus**
- Good knowledge of handling Payroll.
- Proficient in Windows Office Applications - **MS Word, MS Excel, MS PowerPoint. MS outlook**
- Excellent Communication Skills (Written & Spoken).
- Maintained day to day company accounts.
- Office Management, Records Management, Spreadsheets and Reports.
- Flexible, excellent works with minimum supervision.

## PERSONAL DATA

Date of Birth : 15.05.1988  
Sex : Male  
Nationality : Indian  
Religion : Islam  
Marital Status : Married  
Passport no : S9792487  
Date of Issue : 12-11-2018  
Date of Expiry : 11-11-2028  
Visa Status : Visit visa till 5<sup>th</sup> July 2019

## DECLARATION

I hereby declare that all the information furnished above is true and correct to best of my knowledge and belief.

SUBAIR: K.M