



UMAR FAROOK K.H

ACCOUNTANT & PURCHASE MANAGEMENT

+971 551830874

umarulfarookkh8@gmail.com

Industrial area 11, Sharjah

PROFESSIONAL SKILLS

- Computer communication
- Marketing Skills
- Planning and Organizing
- Team work
- Time management
- Leadership
- Decision Making
- Troubleshooting
- Ability to work under pressure

PERSONAL INTERESTS



PERSONAL DETAILS

English
Malayalam
Hindi
Tamil
Arabic

PERSONAL DETAILS

Birthday : 22 February 1995
Relationship : Unmarried
Nationality : Indian
Father's name : Hussain Adimakutti
Whatsapp : +91 9633040619

PROFILE

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offer me professional growth while being resourceful and flexible, I want to make remarkable contributions through my skills and knowledge towards the prosperity of the organization by which I can improve my skills and grow alongside with the organization.

WORK EXPERIENCE

Company Accountant & Purchase Executive

2018 - Currently

Fannan Sign Adv L.L.C
Sharjah, UAE

Handling accounting cycle, posting entries with opening and closing of accounts. Handling VAT submissions and returns, preparing of statements like PDC & Bank Reconciliation. Management of purchase orders and requirements of the office.

Company Accountant
2017 to 2018

Sony Motors, Kodungaloor
Trishur, Kerala

Preparation of payroll and handling the salary. Preparing leave settlements & final settlements of employees. Summarize current financial status by collecting info & preparing balance sheet, profit & loss statement and other reports.

EDUCATIONAL QUALIFICATION

2013 to 2016

Jyothis College, Irinjalakuda
Bachelor's in Commerce

2011 to 2013

G.F.V.H.S School, Kaipamangalam
Kerala State Board - Class 12th

COMPUTER KNOWLEDGE

- PG Diploma in Business accounting & management (PGDBAM).
- Import and exports course (2016).
- Knowledge in MS Office - Microsoft Excel Global Certificate Holder.
- Specialized in Tally ERP 9.0, Peachtree & Quick Books ACC Software.
- Knowledge in SAP - Business One : Global Certificate Holder.

DECLARATION

I hereby declare that all the information's flourished above are true to the best of my knowledge and belief

Your's Truly
UMAR FAROOK K.H