

Curriculum Vitae

AkbarAli.K

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Manama- Kingdom of Bahrain

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CAREER OBJECTIVE

- To work in a challenging environment to effectively utilize my skill
- To improve continually in the field and to extend my services with utmost sincerity, to carry on key duties entrusted to best of my potential, helping the organization to extreme prosperity.
- To gain further exposure and experience in any field
- Self Confident & Self Motivated
- To contribute organization effectiveness through emphasis on efficient utilization of technical knowledge experience skill to enhance my job performance.

WORKING EXPERIENCE

- **Company : Exotic Auto Center**, Manama, Kingdom of Bahrain
Designation : Senior Accountant
Duration : April 2016 – till Date
- **Roles & Responsibilities:**
 - Preparing and Submitting(Petty Cash&Cash Report, Sales Report, Sundry Debtors & Creditors Reports, Total Stock Report) on Weekly Basis and Submitting to Managing Director.
 - Preparing Costing Report on Monthly Basis
 - Preparing Financial Statement on Yearly Basis
 - Preparing VAT Paper and Submitting to NBR Bahrain
 - Preparing bank reconciliation statements
 - Reconcile with Parties Montly Statement
 - Sending Quotation to All Banks According to their Requirments, Communicating Banks for getting Aproval of Loan
 - Preparing Release Letter to All Agencies& Dealers ie: Toyota, Nissan, First Motors, etc for issued Traffic Form for Customer buying the vehicles.
 - Preparing Traffic Paper ,
 - Preparing vehicle Insurance for the customers

- Registering the Vehicle in Online Vehicle Portal
- Responsible for issuing Cheque to suppliers on monthly/Quarterly statement basis
- Processing internal Auditing on Quarterly/Half yearly and on annual basis.
- Preparing monthly payroll sheets.
- Sustaining junior staff and Accessing day to day transaction to maintain Accuracy in preparation of Invoices and journal Transaction.
- Manage all fixed assets of the company.
- Verification of all financial activities day to day, weekly, quarterly, half yearly & annually.
- Maintaining physical stock day to day.
- Supporting and motivating to sales and Administration staff to achieve company targets
- Managing purchases & Inventory.

Company : Ampue Water Purifier

Designation : Senior Accountant

Duration : June 2015 – March 2016

• **Roles & Responsibilities:**

- Checking all Accounts, Total Collection received and out standing Credit details, checking water purifier Stock level and giving orders,
- preparing Salary details, monitoring and controlling Branch cost
- Allotting Petty cash to Junior Accountant, verifying petty cash details , Checking field staff expenses
- Monitoring Customer Credit Details and Give Direction to Sales Staff and Collection Staff ,

Company : Balance Equity

Designation : Branch Manager

Duration : Feb 2012 – May 2015

• **Roles & Responsibilities:**

- Handling Relationship Managers team for achieving branch business. Supporting and guiding RMs to find out new customers, Controlling Risk of Clients
- Reporting to VP, Day to Day business report. Setting Target to RM and Dealers. Giving Support to our Sub Franchisee also.

- Conducting Branch Meeting to Achieve Branch Target
- Checking Customer Account Details and informing the Current position of their Account
- Meeting HNI Customers & Promoting Franchisee Bussiness
- Attending Conference Calls from Head Office (HO)
- Communicating HO for getting Clients Trading Limit
- Co ordinating with Staff and Management

Company : Dhanya Food Product Company

Designation : Chief Accountant

Duration : May 2004 – Feb 2012

• **Roles & Responsibilities:**

- Preparing and Maintaining Cash, Petty Cash, Daily Stock Details
- Taking Route Sheet of Each Vehicle and giving .
- Responsible in All Accounts payable (AP) &Accounts Recievable (AR)
- Enterring All Accounting Transaction to Computer
- Maintaining Journal, Ledger, Trail Balance, Cashbook and Stock Report etc.
- Preparation of Cash flow statement
- Preparing &Submitting Sales Tax Return to Sales Tax on monthly basis
- Preparation of Financial Statements Balance Sheet and P&L Account

• **Company : Jacob& Balakrishnan Audit Office , Kerala INDIA**

Designation : Assistant Accountant

Duration : May 2003 – May 2004

• **Roles & Responsibilities:**

- Posting All Accounting Transaction to Ledger Book &Computer
- Assisting Charterd Accountant in Auditing and Financial Statement Preparation
- Auditing Financial Report of Different Companies
- Preparing Tax Filing Papers Under the Supervision of Senior Accounting Team

ACADEMIC PROFILE

- **M.B.A (Finance)** From Bharatiar University, Coimbatore, India
- **Bcom (Commerce)** in Calicut University, Kerala, India
- **Higher Secondary Class(Commerce)** in Govt.Hr.Sec.School, Kerala State Board,
- **SSLC** in Govt.Hr.Sec.School, State Board, Kerala

TECHNICAL KNOWLEDGE

Accounting Software	Tally ERP 9
Accounting Software	SAP FICO &B1
Packages	MS-Office,
Operating System	Windows XP
Type Writing	Govt Kerala Certificate
Driving Licence	GCC

LANGUAGES KNOWN

ENGLISH	Speak, Raed , Write
Hindi	Speak, Raed , Write
Arabic	Read, Write
Malayalam	Speak, Raed , Write
Tamil	Speak
Urudu	Speak

PROFESSIONAL TRAITS

- Learning ability and effective personal communication skills.
- Hard work with full dedication and commitment to work.
- Self-motivated and determined.

REFERENCES

Mr. Taha Mohamed Mahmood

Brnch Manager

M/s Exotic Auto Center

Mob: +973-38400007

Mr.Mohamed Adel Fathi Elasaïd

Sales Manager

M/s Exotic Auto Center

Mob: +973-36541111

PERSONAL DETAILS

- Father's name : Unneen K
- Passport No : L4172642
- Date of birth : 26/01/1982
- Place of issue : Malappuram
- Date of issue : 10/09/2013.
- Date of expiry : 09/09/2023.
- Bahrain CPR No : 821347330
- Nationality : Indian
- Gender : Male
- Religion : Islam
- Marital status : Married
- Permanent Address : Keedakallan House
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DECLARATION

I hereby declare that all the above details are true to the best of my knowledge.

Yours Truly,

Akbar Ali K