

SHANOOF CHOLAKKARA

Accountant

Contact No: +973 34551321

E-Mail: Shanoofc@gmail.com

Manama, Kingdom Of Bahrain



CURRICULUM VITAE

Seeking Challenging career in Accounts with a Reputed Organization. Where I can apply my potential, Creativity, Hard work and contribute for the growth of self and the organization.

EXECUTIVE PROFILE

- An astute professional with more than 5 years of experience as an Accountant in Trade and Banking Organizations in Bahrain and India. Last spearheaded with KHALID SAAD TRADING W.L.L as an Accountant.
- Proficient in handling Accounts and finance activities encompassing Receivables or Payables, finalization, Preparing of ledger books and reconciliation of Statements. Well versed, fully familiarized with office automation and Environment.
- Adept in handling Receivables, Analyzing risks and managing Bad Debts. Experience in applying Proactive techniques for maximizing recoveries and minimizing losses.
- Possess high level of expertise in ERP Accounting Such as Peachtree, Quick books, Tally as well as in Microsoft Suite.
- Good communicator with strong analytical and numerical skills. Result focus and task oriented with proven ability to meet tight deadlines, Positive attitude and capable of working under pressure.

TECHNICAL EXPERTISE

Accounting Software: Tally ERP 9, Peachtree, Account suite,

MS Office: MS Excel, MS Word, MS Power Point

Desk Top Publishing: Adobe Photoshop, Adobe Page maker, Corel draw

TRAINING OBTAINED

Certified Professional in Foreign Accounting (CPFA) -6 months Professional Training program conducted by Institute Of Professional Accountants- Calicut-Kerala-India.

PROFFESIONAL EXPERIENCE

KHALID SAAD TRADING W.L.L
Manama, Kingdom of Bahrain

From January 2016 to Present.

Senior Accountant

- Responsible for Entire accounts of companies Two Regions (Kingdom of Saudi Arabia & Bahrain) up to Finalization, Year End Closing, and preparation of Balance sheets, Profit and loss account, and other financial Reports.
- Preparations of Monthly Reports Such as Sales Collections, Ageing Etc.
- Bank Reconciliations
- Preparation of VAT Related Reports for Filing VAT for the Kingdom of Saudi Kingdom of Bahrain.
- Suppliers Statements Reconciliations and also maintain Suppliers ledger Up-to-date.
- Maintained all other Account Ledgers Properly and Monitoring Expenses and Incomes
- Control and Manage entire Payables of the company.
- Maintained Fixed Assets Register and calculation of depreciation as per Provision of rules
- Maintained Cost Calculations for various products.
- Co-ordination with Banks for Credit Facilities.

CHERUKAVU CO-OPERATIVE BANK LTD.

Ayikkarapadi, Malappuram(Dt), Kerala, India From January 2014 to December 2015

Assistant Accountant

- Dealing with Customers and making Receipts and Payments Transactions.
- Recording of daily accounting Transaction.
- Verifying Day book with supporting Documents.

- Assisting Internal and External Auditors.
- Handling of Customers Cheques and Demand drafts for Clearing with other Banks.

ACADEMIC CREDENTIALS

- ❖ **Master Of Business Administration (MBA)** [Finance & Marketing]
University Of Kerala – Thiruvananthapuram – Kerala – India (2012 to 2014)
- ❖ **Bachelor Degree in Commerce (B.COM)** [Co-operation]
University Of Calicut – Calicut – Kerala – India (2012 to 2014)
- ❖ **Doeacc O Level** [Business Professional Programmer]
Department Of Electronics Accreditation of Computer Courses
- ❖ **Diploma In Computer Applications**
Al Farook Education Centre – Farook College – Kerala - India

ACCOUNTING & SOFTWARE SKILLS

- | | |
|---------------------------------------|--|
| • General Accounting Tasks | • Budgeting and forecasting |
| • Income Statements & Balance sheet | • Management Reporting (MIS) |
| • Financial Year Closing Process | • Relationships With Banks |
| • Vat | • Internal Controls |
| • Reconciliation Of Banks & Suppliers | • MS Office |
| • Marinating Fixed Assets | • Thorough Knowledge Of Excel Formulas |
| • ERP & Accounting Packages | • Ageing Analysis |
| • Ageing Analysis | |
| • Accounts Receivables & Payables | |

PERSONAL DETAILS

Permanent Address : Alif Manzil, Kannamvettikavue (Po), Pulikkal (via)
Malappuram (Dt), Kerala, India Pin: 673637

Sex : Male

Age & Date of Birth : 28 - 10th May 1991
Nationality : Indian
Religion & Community : Islam, Muslim
Marital Status : Married
Contact Number : +973 34551321
E-Mail : shanoofc@gmail.com
Languages Knows : English, Malayalam

PASSPORT DETAILS

Passport Number : M6364549
Date of Issue : 12/02/2015
Date of Expiry : 11/02/2025
Place of Issue : Malappuram, India

I hereby declare and confirm that all the above given information are correct and true to the best of my knowledge and belief.

A handwritten signature in blue ink, appearing to read 'Shanoof', with a horizontal line drawn underneath it.

SHANOOF CHOLAKKARA

Date: 12-11-2019
Place: Manama