

# FASALUDHEEN O.K

Flat #256, Road 605,  
Block 306, Manama

Mob:66353616

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## **Career Objectives:**

Looking forward for a challenging and rewarding assignment, where I can put my efforts to Activate growth of organization, as well as grow in the professional environment

## **Profile**

A pro-active and enthusiastic professional with sound knowledge about Accounting, Management, LMRA Procedures, Outstanding communication skills and proven leadership qualities in professional accounts and administrative jobs undertaken. Highly motivated and with excellent analytical problem-solving skills. Sets high standard of quality in any task undertaken and contributes total commitment and dedication to achieve those objectives.

## **Educational qualifications.**

- B. Com degree from Calicut University
- +2 from Higher Secondary Board of Kerala
- SSLC from Board of Public Examinations, Kerala

## **Technical Skills**

- SAMBATH (Foreign accounts)
- Tally ERP, 9.0.
- Specialized in MS Office, Word, Excel, PowerPoint and Access
- Computer Hardware Basic

## **SKILL SETS:**

- Ability to envision creative sales strategies and programs then follow through on the details to ensure successful implementation
- Unique ability to adapt quickly to challenges and changing environments
- Ability to co-ordinate multiple project and meet deadline under pressure
- Personable, articulate and professional in both appearance and manners
- Recognized as creative and practical problem solver
- Good typing capability in English & Hindi.
- Critical thinking ability
- Power of discernment
- Mental alertness
- Leadership potentials.

## **WORK EXPERIENCE**

### **BAHRAIN:**

✓ **Four years ( 2016- to date )** as an ACCOUNTANT & HR Officer in **TAKE AWAY RESTAURANT.**

**Duties:** All Accounting Task, VAT Submission, Book Keeping using Tally ERP 9.0, Updates receivables by totaling unpaid invoices, Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report, Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statement and preparing report, Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance, Preparing analyses of accounts and producing monthly reports, All HR related task include hire staff from out of Bahrain, Tamkeen follow-up, Asst. Manager Tasks, Follow-up rent receipt of sister concern.

✓ **Two years (2013-2015)** as an ACCOUNTANT cum ADMINISTRATIVE OFFICER in AL MISBAR FASHION GROUP.

**Duties:** Record daily transactions, maintaining accounting books, Monthly Reconciliation of bank and cash, communicate with dealers, making purchase order, cost control, Staff management, LMRA Procedures (visa apply, cancellation, mobility, etc) GOSI Procedure.

✓ Six months as a salesman in AL NAWRA FOOD STUFF

### **INDIA**

✓ One year, as an **ACCOUNTANT** in AL-HUDA ISLAMIC CULTURAL ESTABLISHMENT & AINUL HUDA ORPHANAGE, KAPPAD, KERALA.

**Personal details**

Father's name	: KASIM O.K
Sex	: Male
Nationality	: Indian
Date of birth	: 17/09/1990
Marital status	: Married
Languages known	: English, Arabic, Hindi, Malayalam, and Tamil.
Telephone No.	: 66353616
E-mail	: <u>fasaluok8252@gmail.com</u>
Passport no	: K 1507103.
Place and of issue date	: Calicut, 12/01/2012.
Valid up to	: 11/01/2022.
Visa status	: Work Visa
Driving License	: Holder of a Valid Bahrain Driving License.

**DECLARATION**

I hereby declare that all the details I have furnished above are true to the best of my knowledge and based on reliable certificates and documents.

Yours faithfully.

**Fasaludheen O.K**