

CURRICULUM VITAE

SUKESH MANAYATH THEKKAYIL

Manama, Kingdom of Bahrain

Mob: 00973 39572141

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Objective

- Willing to work in a dynamic, challenging and growth oriented organization that allows me to utilize my knowledge and experience to contribute for the growth of the organization

Working Experience

- Total **Nineteen (19)** years experience in the Kingdom of Bahrain.

Organization

- Worked as an **Administrator** cum **Office Assistant** with **M/s. Ali Mubarak Construction**, Gudaibiya, Kingdom of Bahrain from 17/06/2011 to 30/06/2021.

Duties & Responsibilities

- Maintaining accounting controls by preparing & recommending policies and procedures.
- Preparation of payments by verifying documentation
- Preparation of daily, weekly and monthly management accounts.
- Issuance of receipts for cash, cheque and bank transfer payments received from customers
- Management of petty cash fund
- Preparing the Quotations, Invoices, Delivery Notes etc.
- Time card preparing and calculation as per the company rules
- Go to bank for cheque / cash deposit, withdrawal of cash etc.
- General Accounting works, salary preparation, office administration works etc.

Organization

- Worked as an **Office Secretary** with **M/s. Roots Stationery**, Manama, Kingdom of Bahrain from 23/06/2001 to 22/10/2010.

Duties & Responsibilities

- General Correspondence
- Attending the customers
- Dealings with Arabic peoples
- Receiving and sending E-mails.
- Handling incoming and outgoing calls, sending Fax
- Preparing the Quotations, Invoices, Delivery Notes etc
- Drafting the letters as per the customers requirement
- In-charge of the office upon the absence of the Managing Director
- Maintained excellent customer relations and developed customer rapport.
- Developed ability to work in a fast paced environment.

Driving License

- Holding valid Bahrain Driving License with Nine (9) years experience**

Technical Skills

- Diploma in Computer Application
- Sufficient knowledge and working experience in Ms-Word, Ms-Excel, PowerPoint, CorelDraw, Photoshop, PageMaker etc
- Type Writing in English (Lower & Higher)

Academic Details

Course	University
B. Com (<i>not completed</i>)	Calicut University
Pre-Degree	Calicut University
SSLC	Board of Public Examination, Kerala

Languages Known

- ☞ English, Hindi, Malayalam & Little Arabic

Other Activities

- ☞ Ready to face challenges.
- ☞ Sincere, dynamic and hard-working.
- ☞ Ability to interact with all kinds of people

Passport Details

Passport No.	:	T 2404556
Date of Issue	:	21-02-2019
Place of Issue	:	Bahrain
Date of Expiry	:	20-02-2029

Personal Profile

Date of Birth	:	21-05-1978
Father's Name	:	M.T. Lakshmanan
Gender	:	Male
Martial Status	:	Married
Nationality	:	Indian
CPR No.	:	780525000
Permanent Address	:	Sukesh M.T. “Seema”, Onaparamba Narath (P.O.), Kannur Kerala, India
Contact Tel. No.	:	00973 39572141
E-mail	:	sukeshmt06@yahoo.com

Declaration

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

Place:

Date:

SUKESH M.T.