

CURRICULUM VITAE

SUKESH MANAYATH THEKKAYIL

Manama, Kingdom of Bahrain

Mob: 00973 39572141

E-mail: sukesht06@yahoo.com



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

<i>Course</i>	<i>University</i>
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
Marital 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 : sukesht06@yahoo.com

Declaration

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

Place:

Date:

SUKESH M.T.