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|  |  | **SUHAIB KARUVAKKOTTIL**  ACCOUNTANT   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | Manama, Bahrain |  |  |  | | --- | --- | |  | 97333205763 |  |  |  | | --- | --- | |  | suhaib.k554@gmail.com | | |  |  | | --- | --- | |  | www.linkedin.com/in/ suhaibbinabdulla | |   Engaging individual with more than 6 years working as Account Executive for different types of companies. Determined and effective in nurturing client relationships, generating revenue with new accounts and making presentations to prospects.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Skills**   |  |  |  | | --- | --- | --- | |  | |  | | --- | | Account management | |  |  |  |  | | --- | --- | --- | |  | |  | | --- | | Product and service sales | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Work History**   |  |  | | --- | --- | | **2019-11 - Current** | Account Executive  *Finpal Accounting Co WLL, MANAMA, BAHRAIN*   * Gcc vat and audit |  |  |  | | --- | --- | | **2018-06 - 2020-07** | Accountant  *Aster Wims, wayanad, kerala*   * Applied proper codes to invoices, files and receipts to keep records organized and easily searchable. * Analyzed account information and reconciled financial discrepancies to maintain records integrity and compliance. * Completed balance sheet reconciliations and profit and loss statements with high accuracy. * Prepared monthly closings by creating journal entries and reconciling accounts. * Compiled general ledger entries on short schedule with 100% accuracy. * Collected and reported monthly expense variances and explanations. * Diminished outstanding debts by analyzing accounts for issues. |  |  |  | | --- | --- | | **2015-02 - 2018-02** | Audit Assistant  *Sashikumar Chartered Accountants, Calicut, Kerala*   * Inspected general ledger for accuracy. * Performed extensive assessments of accounts, including payables and receivables, equity, debt and revenue to verify accuracy in financial reports. * Executed litigation support by examining canceled checks, expense accounts, invoices and bank records. * Followed up on reviews to assess and report on completion or progress of corrective actions. * Assessed financial statements and records. * Performed auditing work in accordance with GAAS (Generally Accepted Auditing Standards) to meet rigorous standards. * Prepared working papers, reports and supporting documentation for audit findings. * Completed audit papers by thoroughly documenting audit tests and findings. | |  |  |  |  |  | | --- | --- | --- | --- | |  | **Education**   |  |  | | --- | --- | | **2012-04 - 2014-01** | Bachelor of Commerce: Co-operation  *Calicut University - Calicut* | |  |  |  |  |  | | --- | --- | --- | --- | |  | **Accomplishments**   |  |  | | --- | --- | |  | * Supervised team of 20 staff members. * Holder of Bahrain driving license. | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Languages**   |  |  |  | | --- | --- | --- | |  | |  | | --- | | English | |  |  |  |  | | --- | --- | --- | |  | |  | | --- | | Hindi | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Certifications**   |  |  | | --- | --- | |  | Microsoft Certified Systems Engineer (MCSE) |  |  |  | | --- | --- | | **2020-02** | Gmcs of institute of chartered accountants of India | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Interests**   |  |  | | --- | --- | |  | Reading |  |  |  | | --- | --- | |  | Travelling | | |  |

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