

Curriculum vitae

SHUHAIL ABDUL RAHMAN
3.8 Exp in Accounts/finance
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CAREER OBJECTIVE:

To have a successful career with a desire to work in a challenging and growing company and to utilise my skill to maximum extent for the growth of the company, as well as personal, make a positive contribution through my knowledge, experience, skills and personal commitment.

PROFESSIONAL EXPERIENCE:

Organization. : **“CA SANAL AND ASSOCIATES”, Calicut-India**

Designation : **Assistant Auditor**

Period : **08-Aug-2013 to 05-Feb-2017**

PROFESSIONAL EXPERIENCE:

Organization : **“RAWAE AL QASBIYA TRAD. & CONT”**
Hafeet- Oman (NANA Hyper Market)

Designation : **Finance Manager**

Period : **30-Mar-2017 to till date**

ROLES AND RESPONSIBILITIES:

- Analysing AR and AP reports and solving issues in account receivables and payments matters.
- P2p end to end process.
- Handling generic mailbox.
- Urgent invoice processing.
- Accounts payable reconciliation- Monthly and Quarterly.
- Handling Petty cash.
- Vendor master management.
- Responsible for monthly rent payments.

- Coordinating with the Vendor for clearing queries regarding invoice / payments.
- Conducting quarterly auditing in Warehouse and doing Physical verification of Material.
- Preparing Monthly Warehouse report on basis of Material usage and Tracking Blocked stocks & theft cases and consumption.
- Handling state compliances.
- Training the team regarding new process.
- Prepaid commission Payout computation.
- Ensuring 100% collection of NDC from partners within SLA.
- Processing of Refund of partners and closure of same within SLA.

Reporting:

- Preparation of monthly and weekly reports regarding progress of Project.
- Preparing & Publishing daily progress on vendor bills payments.
- Maintaining DPR MIS by collecting informations from various departments & publishing the report to top management about the progress of project on daily basis.

Reconciliation:

- Material reconciliation.
- Review on inward & outward of material, clearing the open items by contacting Warehouse departments.
- Rent / Electricity payments reconciliation.
- Compliances reconciliation.

Computer Proficiency:

- Proficient in MS office and MS excel (Look Ups, Pivot Table and Charts & Subtotal).
- Operating System SAP-FICO.
- Tally ERP-9.

ACADEMIC QUALIFICATIONS:

COURSE	UNIVERSITY	PERCENTAGE	SPECIALISATION	
CA	ICAI		Auditing	Pursuing
B.com	Calicut University	62%	Finance	
PUC	Kerala State	72%	Commerce	
SSLC	Kerala State	82%	-	

PERSONAL INFORMATION:

Name : SHUHAIL
Father's Name : ABDUL RAHMAN
Date of Birth : 13/10/1994
Passport No. : T0685917(22-12-2018)
Marital Status : Married
Language Known : English, Arabic, Malayalam & Hindi
Driving License : Issued in Oman
Permanent Address : VK Manzil, Kadayangal, Korome.
Correspondence Address : Wayanad, Kerala
Correspondence Address : Hafeet, Oman

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 20/03/2019

Place: Korome, Wayanad
Shuhail