



SULAIMAN

M.B.A.,(Finance & Accounting)

Indian



EDUCATION

2010 ● Master of Business Administration
Finance & Accounting

University of Madras
Tamil Nadu, India

2012 ●



WORKING EXPERIENCE

Target Corporation

2010 ●

1. "EAST COAST CONSTRUCTION AND

INDUSTRIES LTD" (civil structural sanitary and electrical)

from 20-06-2010 till 05-06-2013

DESIGNATION: PROJECT ACCOUNTANT

Responsibilities:

- Cash Handling
- Reconciliation of Accounts monthly.
- FI & MM, (,migo,miro,f-53, journal entries passing)
- Vendor record maintenance
- Invoice Booking Vendor
- Vendor Debtor Account monitoring & shortly closing in month wise
- Monitoring Store work
- Vendor Advance & Retention record maintenance
- Daybook maintenance

2013

2013

2. "MOFARREH MARZOUQ AL HARBI &

PARTNERS CO.LTD" at DAMMAM, SAUDI ARABIA. (Oil & Gas, Road construction & Electrical division)

from 27-07-2013 till 09-08-2017

DESIGNATION: ACCOUNTS EXECUTIVE

Responsibilities:

- Handing multiple project expenses in. Microsoft Dynamics AX2012 ERP.
- Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
- VAT preparation to be reviewing purchase of goods for 5 %
- VAT reconciliation of every quarterly, halferly and yearly .
- Responsible for day to day finance and accounts operations.
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Maintain book keeping journal entries for company expenses and prepare trial balance for monthly wise.
- Prepare cheque and maintain bank accounts and bank book keeping tailed with bank statement in monthly wise.

2017 ●

CONTACT

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OBJECTIVE

To pursue challenging career in a progressive organization offering opportunities for utilizing my skill toward the growth of organization, hereby in long run, preparing myself for taking on greater responsibilities with the company.



IT SKILLS

SAP (FI), TALLYERP 9, MICROSOFT DYNAMICS AX 2012

► Knowledge in MS OFFICE.

► Knowledge in Typewriting

Languages Known



English Tamil Hindi Arabic

Read	■	■	x	■
Write	■	■	x	■
Speak	■	■	■	■



WORKING EXPERIENCE

- Month End closing activities with actualization of Ledger & posting of Provisional Entries.
- Processing of Accounts Payable Invoices on Accounts payable Module.
- Compliance Management by ensuring all the checking point in the invoice & processing according to the LOA & as per the Company policies.
- Maintaining MIS according to the requirement & preparing various financial reports.
- Coordinating with the respective departments / team members in case of discrepancies and getting the same resolved for timely processing.
- Payment Vouchers to set-up the invoices for payment.
- Expense Management.
- Prepare analysis of accounts.
- Monitor accounts to ensure payments are up to date.
- Rectification of Journal Entries.
- (Train the new joiners in ERP and explain the company's process and procedure related to Accounts department).

2017

3. "ARUNEXCELLO

"INFRASTRUCTURE CO LTD" (Civil Division Company)

from 27-05-2018 till 30-01-2019

DESIGNATION: SENIOR ACCOUNTANT

- Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
Responsible for day to day finance and accounts operations.
- Reconciliation of Accounts Monthly.
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.

2018

2019

Responsibilities :

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintain book keeping journal entries for company expenses and prepare trial balance for monthly wise.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Prepare cheque and maintain bank accounts and bank book keeping tailed with bank statement in monthly wise

"AL SHABAB INTERGRATED ENGINEERING L.L.C"

(Petroleum development & Electrical division) in Muscat, Sultanate of Oman

DESIGNATION: CHIEF ACCOUNTANT

from 09-02-2019 to 04-02-2020

- Handling multiple project expenses in Tally ERP 9 Accounting software.
- Creation of new company, alterate, delete in tally.
- Creating General ledger.
- Creation of sub groups.
- Showing the sub-contractor balance sheet.
- Simple voucher entries.
- Create units of measurement in inventory.
- Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
- Responsible for day to day finance and accounts operations.
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information
- Maintain book keeping journal entries for company expenses and prepare trial balance for monthly wise.
- Prepare cheque and maintain bank accounts and bank book keeping tailed with bank statement in monthly wise

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- VAT reconciliation of every quarterly, halferly and yearly.
- FI & MM, (,migo,miro,f-53, journal entries passing)
- Monitor Cash-flow to ensure adequate bank balance at all times and to avoid interest cost.
- Devise best practices to control stock loss by conducting need analysis with concerned departments and ensure asset management.

**“RABIA REAL ESTATE & CONSTRUCTION
INDUSTRIES LTD.”
(Building construction, Real Estate &
Rental Collection) in Tirunelveli, India.**

From 15-DEC-2020 TO Till Date

DESIGNATION: Accounts & Finance Head

Responsibilities:

- Handing multiple project expenses in. Microsoft Dynamics AX2012 ERP.
- Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
- VAT preparation to be reviewing purchase of goods for 5 %
- VAT reconciliation of every quarterly, halferly and yearly.
- Responsible for day to day finance and accounts operations.
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Prepares and records asset, liability, revenue, and expenses entries by Compiling and analyzing account information
- Maintain book keeping journal entries for company expenses and Prepare trial balance for monthly wise.
- Prepare cheque and maintain bank accounts and bank book keeping tailed With bank statement in monthly wise.

Month End closing activities with actualization of Ledger & posting of Provisional Entries.

- Processing of Accounts Payable Invoices on Accounts payable Module.
- Compliance Management by ensuring all the checking point in the invoice & processing according to the LOA & as per the Company policies.
- Maintaining MIS according to the requirement& preparing various financial reports.

