



Quran.surf provider seeks a placement on your esteemed organization.



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YouTube: www.youtube.com/QuranSurf



WHY AM SEEK PLACEMENT?

The heart shuddering and beautiful recitation sounds on current videos of Quran.surf are already belongs to third parties. Thus the generating incomes are going to them and the present earnings of Quran.surf are almost equal to nothing. Anyhow I am continuing on the works of Quran.surf by knowing the implicit demand and by expecting the reward from hereafter. If you are accepting my placement request, it will be a great support for this historic venture.

OBJECTIVE

By utilizing the spare time, when I am providing historic text highlighting series of HD videos for Hoy Qur'an, **I like to join an Educational institution** or any other kind of establishment.

Seeking **Accountant/ Assistant Accountant/ Cashier cum Accountant / Administrator/ Manager position in Accounting/Finance/E-Business Department** where my skills & abilities can be utilized in its best ethics to any Business category.

CORE PROFESSIONAL STRENGTHS

- **21 Years** Professional Experience (Out of it 12 years in UAE) in Accounting, Finance, Administration & Company Web Pages Updating level under Trading, Contracting and Transport Companies.
- Expert Knowledge of **Tally ERP9, SAP ERP, Quick Books 2015, Quick Books Online, Sage Peachtree, Xero Accounting, DacEasy, Focus, MYOB, PHP, MySql, HTML, JavaScript, CSS, MS-Words, Power Point, Outlook & Internet.**
- Well proficient on handling bulk data by using **MS Excel, MS Access and ASCII** files. Very expert to make complex accounting and financial summarized reports to make right management decisions.
- Accounting up to finalization and Preparing of all accounting statements and reports.
- Payroll and abilities to work **with any software.**
- Manage general ledger, Petty cash, accounts payable, accounts receivable, sales, billing, collections, cash management, investment, fixed asset activities.
- Participated in the formation of policies in the area of Marketing, Sales and Public Relations.
- Prepare business correspondence that deals with employee such as to banks, insurance company and government agencies as well and also licensing work with govt.
- Updating web-pages using WordPress, PHP and MySQL
- Best leadership, communication and interpersonal skills
- Experienced in balancing priorities for short-term and long-range goals
- Able to handle multiple tasks in a challenging, fast-paced environment
- Enthusiastic, creative and willing to assume increased responsibility

EDUCATION & TRAINING

Academic:

- B. Com passed from University of Calicut, India.

Technical:

- Diploma in Oracle and Developer 2000 (Approved by Dubai Education Ministry)
- Diploma in Advanced Computer Applications (DACA) at Pentasquare, Kerala, India.
- Diploma in Computerized Financial Accounting (DCFA) at Spectrum Computers, Kerala.
- Diploma in Computerized Office Management (DCOM) at Micro Computers, Kerala.
- Certificate Course in Travel and Tourism at Intl. Institute of Tourism and Hotel Management.

Extra Achievement:

- I am providing page level videos for the Holy Quran through www.quran.surf and conducting World Wide Online Quran Hifz Program (WWOQHP) by using the spare time. Refer: <http://bit.ly/wwoghq>

LANGUAGES KNOWN

English, Malayalam, Hindi and Arabic (Read & write)

PASSPORT DETAILS

No:	N 6394013	Place of issue:	Kozhikode
Date of issue:	14 th January, 2016	Expiry Date:	13 th January, 2026

PERSONAL DETAILS

Nationality	Indian
Sex	Male
Date of Birth	21 st May 1974
Place of Birth	Udma, Kerala, India.
Marital status	Married.
Expected Salary	Negotiable
Visa Status	Employment Visa - Accountant (Transferrable)
When can join?	At one month notice

My objective is to establish how my talent, professionalism, and enthusiasm will add value to your operation. Thank you for consideration. I look forward for your call to speaking with you soon.

Sincerely,

Khaleelu Rahiman A. K.

Dubai, UAE.

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khaleel.compuleel.com/

*To know more: <http://khaleel.compuleel.com/>
Verifying documentation & more references will provide upon request.*