

# Curriculum vitae

**SUNIL SAJEEVAN**

**Finance Associate**

**Email:** [abbassajeev@gmail.com](mailto:abbassajeev@gmail.com)

**Contact:** 974 77726269

**Holder of Qatar Driving License (Light Vehicle)**

**Doha - Qatar**



**Objective:** Aspiring for a career that places me as a Finance Associate where I will be a valuable team member, delivering quality results for achieving organizational goals and to develop my learning and interpersonal skills. Also proven record of contributing to the business success and financial solvency by proactively monitoring and maintaining records of assets and liabilities, presenting essential financial information to management, and ensuring that all transactions are accurately recorded and filed.

## PROFESSIONAL SUMMARY

- Preparation of Financial Statements, International Accounting Standards.
- Cash Flow Statement, Internal Controls, Bank Reconciliation.
- Accounting, Financial Mgmt.
- Audit and MIS Reporting, Balance Sheets, P&L Statements.
- General Ledger, Reconciliation, Accounts Receivable /Payable, Payroll.
- Leadership, Team Building, Motivational Skills, Interpersonal & Communication Skills.
- Customer handling skills.
- Analytical Skills, Critical Thinking, Decision Making & Problem-Solving Skills, Presentation Skills.
- Computerized Accounts – Oracle, Rainbow & Tally.
- Excellent organizational skills, enthusiasm and a high energy level.
- Skill in creatively and positively resolving problems with a positive attitude and excellent attention to detail.
- Well Experience in finance sector related Job area
- Experienced in professionally handling numerous tasks simultaneously and willingness to contribute in all areas.
- Excellent interpersonal communication and presentation skills.

## EDUCATION

- BCom in computer Application.
- Board of Higher Secondary School – Kerala – India
- SSLC from Board of Secondary School-Kerala –India

# Curriculum vitae

## COMPUTER PROFICIENCY

- Oracle & Tally ERP System.
- MS Office Word, Excel
- Accustomed to working in a Computerized Wireless LAN enabled Environment

## AREAS OF EXPERTISE:

- Customer Service
- Administrative tasks
- Financial Accounting
- Communication and Leadership
- Forex Currency
- Cost control
- Data Analysis
- Data Entry
- Cash Management
- Cash Remittance

## EMPLOYMENT HISTORY

**Position** - **Finance - Collection Officer**  
**Company** - **Al Shareef Holdings**  
**Duration** - **October 2023 to October 2024**

### Duties and Responsibilities:

- Conduct Rent Cash Collection to Properties
- Receiving cheque from AR Team in return of Cash payment to be sent back to Tenant
- Accurate counting of cash received from tenants from their monthly rental payment
- Follow up cheque to be return back from Properties paid by tenant thru cash
- Generating Cash Collection as per Property Wise report in daily manner for tally

**Position** - **Finance Cashier, Qatar Airways Staff ID T25352 (Temporary)**  
**Company** - **Qatar Duty Free in CASH OFFICE**  
**Duration** - **September 2022 to October 2023**

### Duties and Responsibilities:

- Worked In QDF cash office, handled 9 foreign currencies.
- Cash handled from 5 outlets QDF Retail, QASSP, QDF F&B, AURA and HMS.
- Capability of cash handling operations as per SOP.
- Well aware about all potential risks of cash handling and take adequate measures to eliminate all cash handling risks.
- Familiar with daily cash collection and card sales from QDC and other stores in Airport.
- Preparing daily sales excess and shortage reports and reporting to duty supervisor.

# Curriculum vitae

- Open sales cash bags, counting and proper sorting & checking different currencies and evaluating the currencies for fake, tape and other damages of currencies.
- Variances of daily sales and its detailed report shall be submitted to DM for further actions
- Credit/debit card refund dispute and bank reconciliation report preparing in excel and update in share point.
- Counting credit card, Gift voucher transactions by using MS AX ,MS dynamic 365 & BC365 application.
- QDF cash process done through MS Ax & ERP software & well familiar with it.
- Physical cash collection tally with the reports and send for banking through Al Bateel Agency with proper documentation and update in the share point.
- Handling small change float, Cash segregation and float distribution to retain and other stores.
- Handling petty cash and cash collection entering and posting in the system.
- Handling CIT- Cash In Transits and deposit to bank account.
- Preparing salary deductions report and submitting to payroll.
- Generating sales cash collection report and preparing deposits slip.
- Preparing HMS meal vouchers for ORYX/OL in excel sheet shared to concerned department.
- Coordinate with colleagues and shop staffs to smoothen the operation.

**Position** - **Cashier cum Assistant Branch Manager**  
**Company** - **Gulf Exchange.co, Doha-Qatar**  
**Duration** - **Aug 2021 to September 2022**

## Duties and Responsibilities:

- All country remittances
- Sales & Purchase of multiple foreign currencies
- Answered customer questions using knowledge of sales and branch promotions
- Utilized POS system to handle cash
- Counted, verified and handled bank deposits
- Handling more than 30 different foreign currencies
- Sending and updating the transactions.
- Making the details daily report for sending and receiving
- Preparing drafts and final daily correspondences and funding
- Delivery and keeping the payment records and invoices
- Collecting inquiries from customers by email and phone calls.
- Handling of branch petty cash with proper documentation
- Collecting report and cash from tellers

# Curriculum vitae

**Position** - **Cashier cum Assistant Branch Manager**  
**Company** - **Al Jazeera Exchange.co, Doha-Qatar**  
**Duration** - **Feb 2015 to Oct 2021**

## Duties and Responsibilities:

- All country remittances
- Forex Transactions
- Sending and updating the transaction
- Preparing drafts and final daily correspondences and funding
- Delivery and keeping the payment records and invoices
- Collecting inquiries from customers by email and phone calls.
- Giving and taking information and guidelines from customers
- Collecting report and cash from tellers
- Making the details daily report for sending and receiving

## REFERENCE

Name: Ashraf Kallidumbil  
Operations Manager: Al Jazeera Exchange.Co,  
Contact Number: 0974-31031889

## PERSONAL INFORMATION

Date of Birth: May 29, 1986  
Nationality: Indian  
Languages known: English, Arabic, Hindi, Malayalam, Tamil

## Other Information:

## DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge.

**SUNIL SAJEEVAN**