



# SUNIL SAJEEVAN

## Senior Finance Executive

### About Me

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I am a dedicated finance professional with extensive experience in cash handling, financial management, and customer service. My expertise includes preparing financial statements, managing payroll, and ensuring accurate reconciliation of accounts. I excel in working with multiple currencies and maintaining compliance with organizational policies. With strong leadership, analytical, and problem-solving skills, I am committed to delivering accurate results and driving operational efficiency. I thrive in dynamic environments and aim to contribute meaningfully to organizational success through my skills and dedication.

### Date of Birth

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May 29, 1986.

### Contact

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- ☎ +974 77726269
- ✉ abbassajeev@gmail.com
- 📍 Old Airport, Doha, Qatar.

### Experience

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#### Finance - Collection Co-ordinator

Al Shareef Holdings, Doha, Qatar

October 2023 - October 2024

Reviewing the company debtor list. Contacting customers and informing them of their overdue bills. Advising customers on their payment options and suggesting methods of payments. Preparing customer financial statements for banks and state credit department. Instituting legal action when customers fail to pay their debt. Responding to customer queries. Contacting lawyers to facilitate payments.

#### Finance Associate

Qatar Airways, Doha, Qatar

September 2022 - October 2023

Managed cash handling operations for multiple outlets, including QDF Retail and QASSP. Processed foreign currencies and conducted daily reconciliations. Generated sales reports and prepared bank deposits.

#### Supervisor

Gulf Exchange.co, Doha, Qatar

August 2021 - September 2022

Supervised teller cash collection and reporting processes. Oversaw foreign currency transactions and all country remittances. Maintained customer payment records and prepared daily financial reports.

#### Cashier cum Assistant Branch Manager

Al Jazeera Exchange.co, Doha, Qatar

February 2015 - October 2021

Conducted forex transactions and managed remittances efficiently. Prepared daily funding and financial correspondence reports. Maintained accurate payment records and invoice documentation. Assisted customers with queries via email and phone. Supervised teller operations and ensured timely cash collection. Provided guidance to customers on transaction processes and payment options.

# Education

Bachelor of Commerce (Bcom)  
in Computer Application  
Albedo School of Business  
Management

Higher Secondary Education  
(12th Grade )  
Kerala State Educational Board

# Languages

English ( Fluent)  
Hindi (Fluent)  
Arabic (Basic)  
Malayalam (Native)

# Reference

Ashraf Kallidumbil  
Operations Manager,  
Al Jazeera Exchange.Co  
Phone : +974 31031889

# Key Skills

- Financial Management: Expertise in planning, organizing, and overseeing financial activities to ensure optimal resource utilization and compliance with organizational goals.
- Cash Handling: Skilled in managing cash transactions efficiently, including processing payments, reconciling balances, and ensuring accuracy in financial operations.
- Customer Service: Proficient in delivering exceptional service, addressing client inquiries, and building strong relationships to enhance customer satisfaction.
- Bank Reconciliation: Experienced in reconciling bank statements with internal records to ensure accuracy and identify discrepancies promptly.
- MIS Reporting: Adept at preparing and analyzing Management Information System reports to provide actionable insights for decision-making.
- Payroll Management: Competent in overseeing payroll processes, ensuring timely and accurate salary disbursements, and maintaining compliance with regulations.
- Data Analysis: Skilled in analyzing financial data to identify trends, evaluate performance, and support strategic business decisions.
- Leadership Skills: Proven ability to lead teams effectively, foster collaboration, and drive results through motivation and guidance.

# Other Details

- Passport Details : A valid Passport upto 10/09/2026.
- Visa Status : Work Visa with NOC Transferrable.
- Qatar ID : A valid QID Upto 29/06/2025.
- Driving Licence : A valid Qatar licence in Light vehicle.
- Nationality : India