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| **ABDUL** **abdul.237748@2freemail.com** |   |  |
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**CAREER OBJECTIVE:**

 **To have a promising career in the field of Accountant wherein my passion and qualifications can be effectively put to work in enhancing customer experience and thereby taking the brand/organization I represent to greater heights.**

**PROFESSIONAL PROFILE:**

* Handling the billing Software.
* Giving excellentcustomerservice.
* Dealing customerservice in a professional way.
* Monitoringall administrative responsibilities.
* Reporting the maintenance departmentforanytechnical problems.
* Reconciliation, Data entryand ledgerposting.
* Review, investigate, and correction of errors and inconsistencies in financial entries, documents, and reports.
* Prepare Annual Financial Budgets for the company to present to Qatar MOF.
* Review accounts payables / Accounts Receivables and weekly check runs.
* 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.
* Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to Head Office.
* Review & approve payment vouchers & journal entries
* Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
* Develop and maintain internal control and effective accounting system and policies for the set up.
* Work with both internal and external auditors during financial and operational audits.
* Develop and implement various accounting procedures.
* Support the Company’s mission, vision, values and goals in the performance of daily activities.
* Finalization of accounts.
* Writing up of books and finalization of Accounts oftrading, manufacturing,service and non profitorganization and alsoLogistics.
* Preparation andmaintenance of variousRegisterslike Purchase Register,Sales
* Register,and JournalRegister,postdatedCheque(PDC)etc.
* DebitnoteRegister,Creditnote RegisterStock Computerization ofAccounts of almost all types of business organizations using tally.7.2 and ERP 9.0Versions,Peachtree Accounting, QuickBooksand TradeasySoftware …
* Handling Travel Software like Galileo ,Online ticketing websites

**PROFESSIONAL DEGREES:**

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| **Period** | **Course** | **Institutions** |
| April 2010 | **BACHELOR OF COMMERCE(B.Com)** | University of Calicut –Kerala,India |

**PROFFESSIONALSUMMARY:**

 **GCC EXPERIANCE**

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| **Date/Period** | **Title** | **Institutions** |
| **Nov 2015 -present** | **ACCOUNTANT** | **AL KUWAILY SERVICES LLC MUTRAH OMAN** |
| **May 2012-Oct 2014** | **ACCOUNTANT** | **MATKEYINTERNATIONAL TRADING&CONTRACTING –DOHA –QATAR** |
| **Oct 2011-Apr-2012** | **ACCOUNTS ASST/JUNIOR CLERK** | **CO-OPERATIVE URBAN BANK –NADAPURAM-KERALA,INDIA** |
| **Apr-2011-Oct-2011** | **ASSISTANT CASHIER** | **MIMS HOSPITAL-CALICUT,KERALA,INDIA** |
| **Jan 2010-Apr 2011** | **Travel Coordinator** | **Flyway Travels Kallachi-Calicut ,India** |

**TECHNICALQUALIFICATION:**

* **SANKARACHARYACERTIFIEDGLOBAL ACCOUNTANT**-2008(MANUALACCOUNTING WITH TALLY,PEACHTREE,QUICKBOOKS,ANDCUSTOMISEDSOFTWARE.)
* **MS-OFFICE**(MS EXCEL,MSWORD,MSPOWERPOINT)
* **Galileo Travel Software**
* **TRADEEASY CERTIFIEDPROFESSIONAL**

**PERSONAL DETAILS:**

* **Nationality​​: ​India**
* **Date of Birth & Place31ST March ,Kerala**
* **Civil Status​            :​ Married**
* **Mobility​​​:​Valid Indian Driving License**
* **VISA STATUS:VISIT VISA CONVERTIBLE**

**LANGUAGE SKILLS:-**

**English, Hindi and Arabic.**

**Interests & Hobbies:**

• Running, Reading, Swimming,Travelling,Poetry**ABDUL RASHEED CHATHANKULANGARA**