CURRICULUM VITAE

ABDUL

Personal Profile

* **Date of birth : 07-07-1990**
* **Gender : Male**
* **Status : Single**
* **Languages : English, Hindi, Malayalam.**

Career Objective

 To attain a challenging and contributing position with an organization desiring creative and innovative solutions and which provides an opportunities for continuous professional growth and career development.

Education

* **Bachelor of Commerce**.

From Kannur University (2013).

* **Higher Secondary Examination**

 (Plus Two) Government of Kerala. (March 2010)

* **Secondary School Leaving Certificate**

 (S.S.L.C). (March 2008)

* **Diploma in Advanced Diploma in Computerised Financial Accounting.**

 (March 2013)

**Work Experience**

**From 22 jan 2015 – To 25 nov 2015**

**Job Position : Cashier**

**Company name : AL AZAMAN EXCHANGE WILL**

 **DOHA , QATAR.**

Main duties performed:

1. Handling Payment of western union, Xpress money And Instant cash
2. Buying and selling Foreign Currency
3. Compute and record total of transactions
4. Acceptance and physical Tallying of cash.

Job Tasks:

|  |  |
| --- | --- |
| http://www.myplan.com/images/bullet_orange.gif | Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Enter customers' transactions into computers to record transactions and issue computer-generated receipts. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Count currency, coins, and checks received, by hand or using currency-counting machine, to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Order a supply of cash to meet daily needs. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Process and maintain records of customer loans. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Count, verify, and post armored car deposits. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Receive and count daily inventories of cash, drafts, and travelers' checks. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Prepare and verify cashier's checks. |
| http://www.myplan.com/images/spacer_1x1.gif |
| http://www.myplan.com/images/bullet_orange.gif | Sort and file deposit slips and checks. |

**From June 2013 – To June 2015**

**Job Position : Accountant**

**Company name : GLOBAL SOLUTIONS PVT LTD**

 **PALAKKAD, KERALA**

Main duties performed:

1. Responsible For the Accounting Procedure Involved In the Routine Business
2. Handling Outward and Inward mails and maintaining file.
3. Handling Petty Cash and Keeping Client Job file.

**Skills**

**Technical:** Computer skills

* Tally, Peachtree Premium, Quick Books Premier.
* MS Word, MS Excel, MS PowerPoint, MS Access, FrontPage, Adobe Photoshop, HTML.
* Well versed with Microsoft Office
* Financial Accounting and Accounting Software

**Interpersonal:** Communication

* Good communication and presentation skills.
* Comfortable with travel for long periods.
* Personal integrity and commitment to deadlines.
* Can converse in English, Hindi and Malayalam language.

**Hobbies and Interests**

1. Reading books.
2. Cooking.
3. Watching tv
4. Web browsing.
5. Playing cricket.
6. Long driving

**Job Seeker First Name / CV No: 1720062**

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