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| **ABDUL** [**ABDUL.338854@2freemail.com**](mailto:ABDUL.338854@2freemail.com) |

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| **IMG.jpg**  **Educational Qualification:**   * **IPCC -** (2016) INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA) * **M.COM -**(2013-2015)Madras University * **NET –** (2015) National Eligibility Test * **B.COM** (2009-2012)   Calicut University  **Personal Details**  **DOB**: 23 –March- 1992  **Marital Status**: Single  **Languages:** English, Tamil  Malayalam and Hindi  **Nationality** :Indian  **Visa Status :** valid up to 25-April-2017  **Areas of Interest:** Travelling, Internet & Music | Objective  Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization a sharper edge within the industry. Aspire for a challenging position to contribute to the company's growth and to obtaining the CFO Designation  on  4 Years of Experience in Accounts ,Finance & Administration  **Synopsis**   * Extended expertise in complete accounting including preparing, examining and analysing accounting records, financial statements and further completing the same. * Skilled in managing AP/AR, preparing financial statements , budgets, cash flows, MIS, P & L account, Balance Sheet and monthly closing of all ledgers * Enforce strict control on financial records to ensure adherence with International Accounting Standards * Highly articulate, demonstrating excellent relationship building, communication, analytical and interpersonal skills across all levels including management, employees and external agencies * Able to handle logistic activities * Well Versed in ERP, Ultimate Mini ERP, Tally, MS Office, Excel Suite, Internet and E-mail applications     Key Skills:   * Budgeting & forecasting * Cash Flow Management * Administration & Payroll * Accounts receivables and payables * Financial Analysis * Credit Control Management * Audit & Taxation * Commercial Negotiation * Bank Reconciliation * Financial Controls & Management * Cost and capital expenditure * Well knowledge system and ERPs * Overall Administration & Control * Good Communication   Professional Experience  PAMI(PROFESSIONAL ACCOUNTS AND MANAGEMENT INSTITUTE)  NOVEMBER 2OI2 –APRIL 2014  PAMI is a Professional Institution which Provides CA & ICWAI, affiliated to Institute of Cost Accountants of India(ICAI) Kottayam Chapter, Kerala, India  Accounts Officer  **I & J ASSOCIATES TIRUR – JUNE 2014** - **DECEMBER 2016**  **I & J** associatesis an organization which undertakes Accounts & Audit works of other firms at Tirur, Kerala, India  **Accountant cum Internal Auditor**  Job Profile   * Maintained all the aspects of accounting * Worked on yearly Financial budget ,Cash Flow and capital expenditure of the organization * Prepare Financial statements * Finalization of Accounts * Pay roll processing for Permanent and casual staff * Settlement of Creditors * Prepare monthly and yearly budget * Reconciliation of bank statements * Receipt vouching, expense analyzing & verification of petty cash * Conduct meetings & Implementing new plans * Maintain daily sales & purchase reports * Maintenance & reporting of daily collections & bank positions * Receivables listing & review of overdue payments   ACADEMIC & TRAINING   * **IPCC** from Institute of Chartered Accountants of India (**ICAI**) * **National Eligibility Test (NET)** from UGC India * **Master of Commerce** (**M.COM**) from Madras University * **Bachelor of Commerce** (**B.COM**) from Calicut University * **DCPA**(Diploma in Computerized Professional Accounting) * **100 HOURS ITT** (Information Technology Training) From **ICAI** * MS word, Excel, Tally ERP, AcroBis, AcroTex |
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Declaration:

I consider myself familiar with my professional Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.