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| **ABDUL** **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, TamilMalayalam and Hindi**Nationality** :Indian**Visa Status :** valid up to 25-April-2017 **Areas of Interest:** Travelling, Internet & Music | ObjectiveSeeking 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 Designationon4 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 2014PAMI is a Professional Institution which Provides CA & ICWAI, affiliated to Institute of Cost Accountants of India(ICAI) Kottayam Chapter, Kerala, IndiaAccounts 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.