**ABDUL**

**ABDUL.343615@2freemail.com**

****

**OBJECTIVE**

A highly qualified and result-oriented **Finance Professional** with diversified experience in the financial and management fields seeks a challenging position in a reputed company, where I would get an opportunity to exhibit and enhance my skill-sets and knowledge in achieving organizational goals.

*Seeking a challenging career in* ***Finance / Accounts / management*** *Sectors*

**PROFILE AT A GLANCE**

* An accomplished professional with **4+ years** of experience in Finance, Accounts & management sectors.
* Proficient in using MS Office, Web based applications, accounting software like TALLY ERP 9 etc.
* Ability to adapt well and perform in new competitive environment.
* Well versed in managing, motivating and leading teams towards achieving the common goal.
* A motivated and diligent team player utilizing excellent communication, interpersonal skills with strong analytical mind-set to learn quickly, to analyze the situation, identify requirements and provide solutions.
* Presently associated with Soorya lifecare surgical, Calicut as Accountant.

**ACADEMICS**

* MBA Finance – 2011
* B.Com with Computer Application – 2008

|  |
| --- |
| **EMPLOYMENT HISTORY**Organization : Ashique Enterprises (Thai Group of Companies – FMCG PRODUCTS)Department : FINANCEDesignation : Branch ManagerPeriod : From SEP 2011 to FEB 2013.  |

**WORK PROFILE**

* Supervising and maintaining full set of accounts
* Preparation of monthly financial statements.
* Supervising the marketing team.
* Stock maintaining at branch.
* Plans, manages, co-ordinates, and implements the year end closing processes and procedures for the assigned accounting records.
* Preparation of Bank Reconciliation.
* Dealing with Bank transactions.
* Co-ordinates activities with other departments and work groups as needed.

**KEY SKILLS**

* Managerial Analytical and problem solving skills.
* Decision making & Leadership skills to lead and motivate team.
* Prioritizing & Multi-Tasking skills; Good Computer Skills.
* Excellent Interpersonal & Communication skills with a customer service focus.
* Self-motivated, Positive Minded, Team player, Relationship building ability & Flexible.

|  |
| --- |
| **EMPLOYMENT HISTORY**Organization : Soorya lifecare surgical and medical accessories.Department : Finance Designation : Accountant Period : From MARCH 2013 to FEB 2017  |

 **WORK PROFILE**

* Finalization of Annual Accounts as per time schedule.
* Verification of accounts and preparation of financial statements.
* Day-to-day accounting functions such as bookkeeping, reconciliation, documentation, processing payments, preparation of invoices etc…
* Control of Inventory, receivables and payables.
* Reconciliation of various statements.

**KEY FOCUS AREA**

* Quality of proposal &error free processing.
* Compliance with financial and process controls.
* Reconciliation of records.
* Productivity & overall performance of company.
* Monitoring Cost incurred to run operations.
* Facilitate the Working Environment for Staff.

**COMPUTER SKILLS**

* Tally ERP9, MS Office Tools, DTP.

**LANGUAGE SKILLS**

* Languages Speak, Read & Write : English, Malayalam and Hindi