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| **ABDUL**  |

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| **3774.jpg****Personal Details**DOB: 30thAugust , 1989Nationality: IndianReligion: MuslimStatus: Male/ SinglePassport No: Location: Abu Dhabi | OBJECTIVE* To pursue a career in high level profile company that will provide me that skill and expertise where can attain a high level performance by using my knowledge and capabilities that would also nature my professional goals and return for continuing progress and excellence of the company that I will be working for.

PROFESSIONAL EXPERIENCE* Presently Working with Gulf Classic Electrical Est. In Abu Dhabi, UAE as an Accountant and Purchaser since September 2013.
* Worked with CADD Centre in India, as an Accountant for the period from October 2012 –April 2013.

KEY SKILLAs an accountant having good knowledge and comfortable with the following procedures/process:* Dealing with bank for all types of tender bonds and guarantee
* Project Accounting.
* Trial Balance (ledger balance).
* Income Statement, Balance sheet, Cash flow,
* Keeping accounts of customers’ accounts (Debtors)
* Prepare salary of all the employees of the company (Payroll)
* Bank reconciliation statement
* Inventory control and group account
* Management information system
* Computer :- MS Office, MS Outlook-E-mail, Internet & LAN
* Accounting Package: - Quick book, Peachtree, Tally-9.
* Purchaser (prepare LPO and arranged material best low price)
* System Administrator

EDUCATION* Bachelor of Computer Application(BCA) from Periyar University, Tamilnadu, India. Passed in 2013.
* Higher Secondary School Certificate (Plus Two) from Kerala, India. Passed in 2008.
* Secondary School Leaving Certificate from Kerala, India. Passed in 2006.
* Certified professional in Foreign Accounting-CPFA.

Duties And Responsibilities* Monitor and review accounting and system related reports for financial accuracy and completeness
* One time billing invoices distribution and follow up for payment.
* Process monthly payroll and maintain approved payroll records.
* Receive, register, verify and process all invoices and ensure transactions are currently recorded.
* Maintain and reconcile general ledger accounts.
* Banking transaction by manual and online (loan, deposits,cheque, cash receipt, payment transfer, L/C,T/R, cheque book etc.)
* Preparation of daily journal vouchers for correctness and proper approval.
* Prepare bank reconciliation
* Financial reporting and audit preparation and co-ordinate the audit process
* Well organized and good time management
* Keeping up to date record of accounting transaction
* Handing petty cash
* Ability to work effectively with various personnel and in teams
* Alert and self-motivated
* Ability to adapt to new environments quickly
* Ability to handle pressure and to work within deadlines.

LANGUAGE SKILLS* SPEAK : English, Arabic, , Hindi, Malayalam
* READ : English, Arabic, Hindi ,Malayalam
* WRITE : English, Arabic ,Hindi, Malayalam

EXECUTIVE SUMMARY/VITAL STRENGHTS* An energetic and creative person with strong analytical skills, experienced to perform in a multi-cultural environment and well versed with computer based working environment.
* Consistently endeavor to identify process improvements & automation to ensure maximum productivity and quality.
* Having strong sense of responsibility, very good decision making, reliable, efficient and dedication are always a mission.

**DECLARATION**I hereby declare that the above mentioned information is true to the best of my knowledge.  |