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| **3774.jpg**  **Personal Details**  DOB: 30thAugust , 1989  Nationality: Indian  Religion: Muslim  Status: Male/ Single  Passport 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 SKILL  As 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. |