***Name - Abdul***

[***Abdul.359821@2freemail.com***](mailto:Abdul.359821@2freemail.com)

***Objective:-***

*\* To be part of the prestigious company with the best of my knowledge and capabilities to further chance my abilities to promote welfare to the company as, I learn new skills. To acquire a position in the field of Accountants or any related field in your esteemed organization with the opportunity for professional growth where advancement is based upon my knowledge, skill & contribution. Looking for challenging career where my knowledge and skill in accounting.*

***Profile:-***

*\* Strong analytical capability with strong confident approach & positive mind frame. Enthusiasm to work with busy & challenging environment. Able to adapt to new atmosphere, goal oriented & team player. Organized & efficient with a pleasing nature.*

***Skills:-***

***\**** *Accuracy, Interpersonal, Leadership & Hardworking.*

***Strength:-***

*\* Enthusiasm to work hard in a busy & challenging environment with sincerity & devotion.*

*\* Strong analytical capability & sense of responsibility.*

*\* Friendly nature with good interpersonal, organizational & communication skills.*

*\* Ability to interact with people from walks of life.*

***Extra Curricular Activities:-***

*\* Active Volunteer Social Service & Palliative Care.*

***Languages Known:-***

*\* English, Arabic, Hindi, Tamil, Urdu & Malayalam.*

***Accounts Key:-***

*\* M.S.Office, Excel, Word, Powerpoint, Tally ERP, Quick Books, Peachtree & Focus.*

***Personal Details:-***

*Date of Birth January 15th, 1975*

*Religion Muslim - Islam*

*Marital Status Married*

*Citizenship Indian*

***Education & Qualifications:-***

*(01) B.Com - April 1998 University of Calicut - Kerala, India.*

*(02) MS-Office, Tally & DCA - Nov 1998 Zigma Computer Training Centre - Alathur, Kerala.*

*(03) Financial Accounting - July 2006 IT Computer Mission - Eranakulam, Kerala.*

***Work Exp details :-***

***(01) July 1998 to Nov 2004 - Accountant***

***M/s Crescent Hospital, Court Road, Alathur (Post), Palakka (Dt), Kerala (St), India.***

***(02) Nov 2004 to Oct 2009 - Sr.Accountant, Admin Ex, Storekeeper & Internal Auditor***

***M/s Teejan Furnishing LLC, Muscat, Sulthanate of Oman.***

***(03) Dec 2009 to Feb 2017 - Assist Manager (Accounts Dept)***

***M/s Synergy Foundation for Social Welfare, Regd No:329/2005,***

***Panampilly Nagar, Kochi - 682 036, Kerala (St), India.***

***Job responsibility:-***

*\* Data Entry and passing entries.*

*\* Handle Cash dealings - Accuracy & Petty Cash dealing, all cash deposit to bank.*

*\* Handle Payroll Process & Workers Wages List & OT Calculating.*

*\* Handle T.D.S & Service Tax Matters.*

*\* Handle Documents verifying to Items Checking & Internal Auditing.*

*\* Working knowledge of Tally ERP-9, Quick Books, Peachtree & Focus.*

*\* Ensure to maintain the objective of accounts dept at all times.*

*\* Through knowledge of Bank reconciliation and other reconciliations.*

*\* Handle Inventory Control.*

*\* Handle all Sales Promotion Works.*

*\* Handle Purchase & Sales Reports.*

*\* Handle Quotation, Purchase Order, Invoice & MRN.*

*\* Handle Sales Order, Delivery Note & Sales Invoice.*

*\* Preparation of financial statements and co -ordinate with auditors for its finalization*

*\* Interact with the Management concerning financial forecasts and reports.*

*\* Resolve accounting discrepancies and irregularities.*

*\* Able to work without supervision & daily reports.*

*\* Review, preparation and compilation of financial statements in accordance with the International standards and applicable local laws.*

*\* Handle all aspects of accounts payable, accounts receivable and other general accounting functions, record keeping, recording and monitoring of amounts due and preparing invoices.*

*\* Budgeting, forecasting and variance analysis to locate significant variations.*

*\* Undertake evaluation of internal control systems of Organization to Improve and formulate effective system of Internal Accounting and other Control Systems ensuring compliance with International Accounting Standards and other regulatory frameworks.*

*\* Ensuring contractual compliance in respect of loans and mark-up thereon.*

*\*Financial & Cash Management Accounts.*

*\* Assist management in designing different policies of the company.*

*\* Carry out periodic stock checks.*

*\* Coordinate with banks regarding charges and other requirements*

*\* Identify areas of cost saving and revenue leakage and bring to the attention of management.*

*\* Co-ordinate & follow up with appropriate management teams to ensure implementation of Finance Managers directions.*

***Declaration:-***

*I hereby declare that the information's furnished above are true & correct to the best of my knowledge & belief.*