** ABDUL**

**ABDUL.373907@2freemail.com**

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**Career Objectives**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**Skills**

* Accounting package – Tally Erp 9, Peach tree, Busy .
* Excellent computer knowledge with Accounting package M.S Office.
* Good communication skills
* Comprehensive Problem solving ability
* Ability to handle Work Pressure.
* Good command on MS-Office

**Professional Experience**

***ATTAL PROJECTS (INDIA)***

***Accountant* *05/2015 to 09/2017***

**Roles &Responsibilities:**

* Maintain accounting records like Cash & Bank Book, Parties Ledger accounts.
* Preparing Supplier list for payments.
* Preparation and data entry of vouchers and other documents.
* Preparing Project Wise issued cheque report.
* Posting supplier invoice, fixed asset after verifying the related documents.
* Handling issued cheque, make sure its signed, and then informing the suppliers and sub-contractors.
* Maintaining Petty Cash Book.
* Handle Receivables, Payables and periodic reconciliation of ledger accounts.
* Preparing of Bank Reconciliation Statement.
* Handle queries of supplier and sub-contractor and see to it solve ASAP.
* Follow up with site staff for pending invoice, certificates and any other requirement.
* Reconciliation Statement of accounts of suppliers and Sub-contractors.
* Keep record of cheque book status and request for more as needed.
* Follow up of PDC issued & PDC received.
* Assist in finalization of Accounts.

***Naol Factory for steel and metal industries (Saudi Arabia)***

***Accountant 10/2014 to 03/2015***

**Roles & Responsibilities:**

* Maintain accounting records like Cash & Bank Book, Parties Ledger accounts.
* Preparation and data entry of vouchers and other documents.
* Preparing of Bank Reconciliation Statement.
* Preparing Payroll.
* Maintaining Petty Cash Book.
* Handle Receivables, Payables and periodic reconciliation of ledger accounts.
* Receive and answer telephone calls, typing letters.
* Preparing Import purchase order & Local purchase order.
* Physical Stock checking & Reconciliation of Computerized Stock vs. Physical Stock.
* Preparing Credit notes and Debit notes.
* Follow up of PDC issued & PDC received.
* Keeping Track on all expires dates & renewals of Trade licenses & Insurances.
* Assist in finalization of Accounts.
* Make all arrangements for smooth functioning of office.

**Education**

Bachelors in Commerce from Osmania University (India)

**Personal Details**

Gender : Male

Marital Status : Married

Date of Birth : 13-04-1989

Nationality : Indian

Visa Status : Visit Visa (Expires on 23december 2017)