ABDUL

Dubai

Email: Abdul.374919@2freemail.com

**Professional Profile**

Working was a Payroll Accountant at **LULU Hyper Market and Super Market** Doha Qatar. I have 7 years’ experience in accounting field .

**Objectives**

Experience profile seeking to advance my career within an innovative firm where my experience, abilities and performance can have a positive impact on the company's productivity and profitability, resulting in personal and professional growth. Searching to match strong work ethics and skills with a challenging, team-spirited environment, where I am tasked with problem solving and analytical duties.

**Career History**

Payroll Accountant (LULU HYPER MARKET Qatar from June 2012-2017)

* Processing of Monthly payrolls through transfers and WPS
* Calculating Benefits& Final Settlement
* Maintaining staff details
* Collecting and entering Staff Payroll data
* Arranging Payroll List According to Staff Promotions
* Maintaining Staff Leave Report
* Handling staff leave and leave salary
* Checking monthly attendance ,Sick Leave
* Handling Petty cash for Advance and Visa Expense
* Checking Expense invoices and Sanctioning of approval
* Making cheque and telegraphic transfer

Accountant (Vellakamattathil Industries, Pandalam, Kerala,

From Aug 2009-2011)

* Preparing Ledger
* Making Invoices for Parties
* Maintaining Cash book
* Maintaining Payroll Details
* Dealing with banks
* Updating Payroll data exemptions

**Qualifications**

* Bachelor Degree in Commerce (B com) from Mahatma Gandhi University, Kottayam, Kerala, India.2005-2008

Accounting Software: SAP, TALLY, MS OFFICE

**Key Skills**

* Self-motivated, energetic, innovative, honest, dedicated and ownership to take responsibility.
* Comfortable in a fast paced, performance oriented environment.
* Ability to work under pressure and exposed to cross cultural work force.
* Ability to work independently as well as a team member.

**Personal**

* 30years of age, Indian National, Married.
* Can read, write and speak English, Hindi, and Malayalam.

**Reference**

Reference will furnish as per the request