|  |
| --- |
|  |
|  |

**ABDUL**



E-mail : [**abdul.382849@2freemail.com**](mailto:abdul.382849@2freemail.com)

Qualification : M Com. Finance

Position : Accountant

Visa Type : Visit Visa (UAE)

**CAREER OBJECTIVE**

Seeking a challenging position in a progressive organization offering a challenging job that commensurate with my qualification and experience in Accounting, whereby I can utilize my talents and skills acquired for enhancing career prospects and also to contribute a lot more for the betterment of the organization employed.

**INTER PERSONAL SKILLS**

* Energetic Personality with good communication skills.
* Ready to work under pressure.
* Advanced administrative, commercial and management reporting skills.
* Adapts changes and able to learn new job and task quickly.

**PROFESSIONAL EXPERIENCE**

More than 5 years experience as Accountant.

Organization : **Lock mate Locks and Hardwares**, Ramanattukara, Calicut, Kerala

Period : From 02/06/2011 to 31/032018

**MY ROLE**

* Compile and analyze financial information’s and documents to prepare books of accounts and its finalization.
* Maintenance of Day Book and ledgers
* Maintain Cash and accurately record cash transactions.
* Prepare Income Statement and Balance Sheet
* Preparation of cash flow and fund flow statements
* Payroll preparation and Accounting
* Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
* Reconciliation of banks, creditors, debtors accounts etc.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Year of Pass | Class |
| M Com. | Madurai Kamaraj University, Tamilnadu | 2011 | Second Class |
| (Finance) |  |  |  |
| B Com. | University of Calicut, Kerala | 2008 | Second Class |
| VHSE | Board of Vocational Higher | 2005 | First Class with |
|  | Secondary Education, Kerala |  | Distinction |
| SSLC | General Education Department, Kerala | 2003 | First Class |
| DIFA | Diploma in Indian and Foreign Accounting | 2008 | A Grade |

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| *Languages* | *Read* | *Write* | *Speak* |
| English | Excellent | Excellent | Excellent |
| Arabic | Moderate | Moderate | Minimal |
| Hindi | Excellent | Excellent | Minimal |
| Malayalam | Excellent | Excellent | Excellent |

**COMPUTER KNOWLEDGE**

* DIFA- Diploma in Indian and Foreign Accounting(Tally ERP 9, Peachtree, Daceasy& Wings Accounting)
* Thorough knowledge in VAT accounting, Computerized Accounting packages and MS Office package
* Good knowledge and skill in MS Excel and Word processing.
* Thorough knowledge in Internet, E-mail and good knowledge about hardware and software.

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** |  |  |  |
| Age and Date of birth | | : | 31 Years, 08-09-1986 |
| Sex | | : | Male |
| Religion | | : | Islam. |
| Marital status | | : | Married |
| Nationality | | : | Indian |

**DECLARATION**

I do hereby declare that the details given above are true to my knowledge and belief.