**CURRICULUM VITAE**



**ABDUL**

**Email:** **abdul-395484@gulfjobseeker.com**

**OBJECTIVE:**

To work in a challenging professional environment and there by utilize my talents, accounting skills and analytical ability**.**

**SKILLS & STRENGTHS**

Nearly 1 years experienced as professional accountant.

Highly proficient in Manual & Computerized accounting.

Accurate and fast accounting...

Excellent working relationship with Tally 9, Peachtree, Quick books, Wings, Microsoft Excel, Word

Additional skills include administration & Sales & coordination.

Sincere, punctual and hard working

Good communication and written skill in english

**RELEVANT EXPERIENCE & ACCOMPLISHMENTS**

Prepared Annual financial Reports with consolidated Balance sheet,

Income statement,

Stock report with category wise,

Fixed Asset & Depreciation

Handling basic Banking activities of preparation of cheques, cash deposits Handling and Controling Bills Receivable and Bills Payable

Handling main Cash and petty cash

Handling bills, vouchers and invoices

Reconciliation of Bank accounts

Implemented forms for stock maintaining warehouse wise Preparing daily and monthly reports to the Head office Issuing and receiving PDC

**EMPLOYMENT**

**Auditing Assistant**

Kerala,India, August 2018 – August 2019.

***Responsible for*:**Making Accounting procedures up to finalization

**QUALIFICATION**

B.Com : Kannur University

Plus Two : Board of Higher Secondary, Kerala

SSLC : General Education Department, Kerala

Certifeid Professional Accountant

**COMPUTER EXPOSURE**

**Accounting Software:**

Peachtree,Tally,Quick books, Wings,

|  |  |
| --- | --- |
| **Office Automation** | **:** |
| Microsoft Word, Microsoft Excel |
|  |  |
| **PERSONAL DETAILS** |  |
| Date of Birth |  | : 17-01-1998 |
| Sex |  | : Male |
| Marital Status |  | : Single |
| Nationality |  | : Indian |
| Religion |  | : Islam |
|  |  |
| **LANGUAGES KNOWN** |  |
| To Speak | : English, Malayalam and Hindi |
| To Write | : English, Malayalam, Hindi and Arabic |
|  |  |
| **PASSPORT DETAILS** |  |
|  |  |  |
| Date of Issue |  | : 08/06/2018 |
| Date of Expiry |  | : 07/06/2028 |
| Place of Issue |  | : Kozhikode |

 UAE Visiting Visa Validity till 07th Jan2020 **DECLARATION**

I here by declare that the above –mentioned information is correct up to my knowledge and I here the responsibility for the correctness of the above mentioned particulars

Place

:

Yours truly,

Date

:

 **ABDUL**