**CURRICULUM VITAE**



**ABDUL**

Email: abdul-394186@2freemail.com

**CAREER OBJECTIVE**

Seeking a rewarding and challenging position in Administration and Accounts where I can use my knowledge and skill that I have gained throughout my education and career experience. My experience has given me enough confidence to take up any challenging tasks and grow with an organization.

**PROFESSIONAL ACHIVEMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1) |  |  |  |
|  |  |  | Kerala - India |
|  | Designation | : | Accountant |
|  | Duration | : | From Oct 2016 to March 2019 |
| 11) |  |  |  |
|  |  |  | Jeddah – Saudi Arabia. |
|  | Designation | : | Accountant cum Secretary |
|  | Duration | : | From March 2013 to Sept 2016 |
| 111) |  |  |  |
|  |  |  | Buraidah, Saudi Arabia |
|  | Designation | : | Administrator cum Accountant |
|  | Duration | : | From March 2011 to Feb 2013 |
| 1V) |  |  |  |
|  |  |  | Kerala, India |
|  | Designation | : | Accountant cum Data Entry Operator |
|  | Duration | : | From April 2008 to March 2010 |
| V) |  |  |  |
|  |  |  | Kerala, India |
|  | Designation | : | Accountant |
|  | Duration | : | From February 2007 to March 2008 |
|  |  |  | I |

**RESPONSIBILITIES**

* Performs administrative and secretarial duties with wide latitude for exercising discretion and judgment.
* Registering the incoming and outgoing documents for controlling their tractability and filing.
* Arranges and schedules appointments for the executive, including interviewing callers, and making proper referrals; prepares material and arranges for meetings as required.
* Maintains up-to-date management manuals, directives, and organizational charts for the Executive and keeps him informed of changes.
* Sets up, maintains office files and records, keeps correspondence, and reports available for reference and efficient operation of the office.
* Distribution of documents, indexing and their systematic filing for future reference.
* Maintain list of all available documents, equipment files and drawings.
* Correspond to the company suppliers and clients independently.
* Handles general account system and procedure up to finalization.
* Responsible for sales analysis and evaluation to update market requirements and demands.
* Preparing monthly and yearly sales reports.
* Follow-up of receivables, payables and reconciliation of debtors and creditors accounts.
* Preparing Quotation, LPO and Service Contract.
* Maintaining partners drawing, loan, profit share and salary submitting monthly updates to the partners regarding sales, stock, bank balance, outstanding and partners account etc.
* Overseeing balancing of accounts by new employees.
* Preparing monthly journal reports on company expenses.
* In-charge of cash disbursement and filing of cash payable data.
* Preparing monthly billing repots for presentation during board meeting.
* Maintaining accounts, databases and daily billing in order and up to date.
* Maintenance of daily bank transaction reports and overseeing a balance in outgoing and incoming funds.
* Maintenance of fixed asset registers.
* Manage accounts payable, accounts receivable, and payroll departments.
* Ensure following up of international standard accounts principles.
* Monitor and record company expenses and incomes.
* Perform other related duties that they require from time to time.

**STRENGTH**

* Hard working, dedicated and goal oriented.
* Ability to deal with people diplomatically.
* Comprehensive problem solving ability.
* A quick learner and can handle any type accounting software.
* Possess excellent planning, organizing & problem saving skills.
* Friendly, enthusiastic and committed team player.

II

**ACADEMIC HIGHLIGHT AND EXPERTISE**

* **B com:** Bachelor of commerce degree from Calicut University Kerala, India.
* **ICWAI Inter 1st Assessment:** Completed 1stAssessment from ICWAI Institute ofCost and Works Accountants of India.
* **DFA:** Diploma in Financial Accounting Program in Practical Accounting andComputerized Financial Accounting (tally, Peachtree, Dac Easy, Tata EX) from ' ICWAI' Kerala.
* **MS Office:** Completed MS office course (word, excel, PowerPoint etc.) fromJawaharlal Nehru Education Foundation, Trichur, Kerala, India.

**LANGUAGE SKILLS**

English, Arabic, Hindi and Malayalam.

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Indian |
| Religion | : | Islam |
| Marital status | : | Married |
| Date of Birth | : | 27.02.1985 |

**DECLARATION**

The above information provided is correct to the best of my knowledge and belief. I

shall be grateful if you provide me the chance to work with you. I shall work to best of my

abilities and your expectations.

Place: ABDUL

Date:

III