

**TECHNICAL SKILLS**

***Tally***

***MS Office***

**OPERATING**

**ENVIRONMENT**

***WindowsXp/Vista/7/8***

***Mac***

***Ubuntu***

***Linux***

**LANGUAGES KNOWN**

***English (Excellent)***

***Hindi (Excellent)***

***Malayalam (Excellent)***

***Arabic (Beginner)***

**PERSONAL DETAILS**

***DOB : 13/02/1996***

***Gender : Male***

***Passport No: P8838811***

***Visa Status : Employment visa***

***Father’s Name: HAMEED***

***Religion : Islam***

***Nationality: Indian***

***Marital Status: Single***

**ABDULLA.K**

**Mob: 0097564755173**

**Email: hznabdulla@gmail.com**

**PERSONAL SUMMARY**

**I would like to work proper responsibility which will utilize my talent and provide me the wider opportunity to develop a carrier in a challenging and dynamic environment and ensure proper satisfaction with achievements based performance.**

**WORK EXPERIENCE**

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* **Silky Mall Wedding center Kerala India**

**Cashier cum Accountant– One Year**

* **Al Naseem Al Aleel Flour Mill Sharjah United Arab Emirates**

**Cashier cum Accountant- 1 year 5 month**

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* **Handling all the cash transaction of an organization.**
* **Receive payment by cash, cheque, credit card etc.**
* **Checking daily cash accounts .Guiding and solving queries of customer**
* **Post and process journal entries to ensure all business transactions are recorded**
* **Track and monitor accounts receivable Issue and prepare invoices**
* **Track and monitor accounts payable Perform reconciliations**

**KEY SKILLS & COMPETENCIES**

* **Good verbal and written communication skills**
* **Excellent attention to detail**
* **The ability to maintain clear and accurate financial records Computer literacy and the ability to use various specialist applications Reasonable word processing skills**
* **A genuine interest in business and finance Good administrative skills**
* **An organized and methodical approach to working**
* **The ability to concentrate on one task for long periods of time The ability to work independently and as part of a team**
* **A polite cheerful attitude, particularly when meeting clients**
* **An honest and discreet attitude when dealing with company accounts A willingness to undertake professional development**
* **The ability to work to deadline**
* **The ability to balance a number of conflicting demands**

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| **Course** | **Board/University** | **Year** | **Aggregate** |
|  |  |  |  |
| Bachelor of Commerce | University of Calicut | 2016 | C+ Grade |
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| Plus Two Commerce | Board of Higher Secondary Exam, Kerala | 2013 | 62 Percentage |
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| SSLC | Board of Public Exam., Kerala | 2011 | 69 Percentage |
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**ACADEMIC QUALIFICATIONS**

**DECLARATION**

**I hereby, solemnly declare that all the statements made in the above application are true and correct to the best of my knowledge and belief.**