

ABDUL AJMAL P K

About Me

Accounting professional with good experience in target driven Environment. Proven track record in consistently and Committedly Delivering the services which enhance the company's credibility and profitability.

Experience

BILLING EXECUTIVE : JAN 2021 – NOV 2021

WE FIVE HYPERMARKET - PALAKKAD – KERALA

- Receiving incoming payments with attention to Creditability
- Provide solutions to any relative Problems of Customers.
- ensure all customers remain informed on their outstanding debts and deadlines

CASHIER : DEC 2021- NOV 2022

EDAPPAYIL FLOORINGS - PALAKKAD-KERALA

- Provides positive customer experience with fair and friendly
- Resolve customers Issues
- maintain cash transactions
- Processes return Transactions
- Collect Payments by Assenting cash, Cheque or Charge payments from Customers.
- Makes change for cash to customers
- Enters price changes by referring to price sheets and special sale bulletins.
- Discount purchases by redeeming Coupons

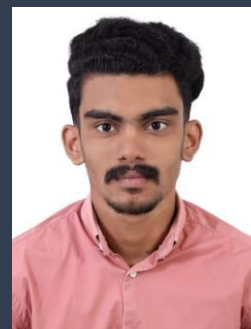
ACCOUNTANT : DEC 2022 – MAY 2023

SAUDI ELECTRICALS - PALAKKAD-KERALA

- Reconcile and Maintain balance sheet accounts.
- Prepared daily production report
- Maintained daily Pretty Cash Balance in company
- Prepared bank reconciliation and preparing weekly report

EDUCATION

- **PGDFSM** | Computer Course in shornur ,Palakkad-Kerala (Tally,GST,Ms Office)
- **B.COM** | Calicut University
- **PLUS TWO** Commerce | Kerala Board of Higher secondary education
- **S S L C** | Kerala Board of Public Examination



Contact

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📍 Sharjah, U.A.E

Skills

- Time management
- Critical Thinking
- Good working and Energetic
- Problem solving
- Fast Typing
- Good overall knowledge of the Work in hand

Software Skills

- TALLY
- GST
- MS OFFICE (EXCEL)
- Data Analysis
- General Ledger Accounting

Languages Known

- Malayalam
- English
- Hindi

Interest

- Reading
- Travelling
- Computing
- Music