

CURRICULUM VITAE

J. ABDUL HADI

Email ID: abdulhadi.entr@gmail.com

Mobile: +971 54 394 3462

LinkedIn: <https://www.linkedin.com/in/abdul-hadi-5a1730285>



Objective

To Secure a Challenging and Satisfying Career and to be A Part of a Progressive Organization That Gives a Scope to Enhance My Skills and Professional Knowledge. Ability to Work Effectively in Both Independent and Team Situations with Positive Results.

Area of Expertise Include:

Book Keeping •Bank Reconciliation •Accounting Voucher •Financial Statement
•Accuracy •Compliance •Multitasking •Microsoft Office (MS Word, MS Excel)
•Tally ERP •Payroll •Profit and Loss •Balance Sheet •Customer Service •General Ledger
• Invoicing •Journal Entries •Accounts Payable (AP) •Accounts Receivable (AR)

Experience

UDHAYAM TRADERS, (Marico dealer & distributors) Tamil Nadu, India

ASSISTANT ACCOUNTANT

(July2022 - June 2023)

Roles and Responsibilities

- Maintained Company Day to Day Income and Expenses Manually on the Day Book, and Then Updated in Excel.
- Create financial document such as bills, invoice, sale orders, payables, receivables and purchase orders.
- I Helped to Preparation of Bank Reconciliation Statement.
- Maintained Petty Cash Account
- Assisted to Senior in Coordinating Monthly Payroll Functions for Employees.
- Maintaining Accounting Voucher Entries.
- Reported Debtors and Creditors through phone or Email.
- Prepared Company Profit and Loss & Balance Sheet Account with Senior.
- Accountant Tracking and Keep Record of Stocks, Inventory, Distributions. Etc.
- Assisted Internal & External Auditors by Providing Necessary Documents.
- Coordinated and Followed up with (Seniors) Finance Department.
- Preparing GST, TAX and Income Tax return Reported to Senior Accountant.

Achievements and Awards

- Reduced A/R That Were More Than Three Months Past Due By 30%
- Accelerated Month-End Closing Process by Implementing Scheduled Error Checkpoints, Reducing Errors Found at Later Stages by 25%
- Developed New and Complex Spreadsheets to Help Produce the Monthly Management Accounts Much Quicker to Reducing the Time.

Educational Qualification

BACHELOR OF COMMERCE (B.COM)

Prist College, Vallam, India
(2019 to 2022)

DIPLOMA IN COMPUTER APPLICATION (DCA)

Pixel Tech, Thanjavur, India
(July 2022 to Sep 2022)

Licenses and Certifications

- **TALLY PRIME**- Pixel Tech Computer Education
Credential ID-PTD22101
- **MICROSOFT OFFICE** – Pixel Tech Computer Education
Credential ID-PTD22101

Soft skills

- Good Communication Skills.
- Comprehensive Problem-Solving Abilities
- Ability to Deal with People Diplomatically.
- Good Interpersonal Skill
- Good Planning and Presentation Skills That Has Helped Me in Coordinating People
- Strong Team Player and Team Builder.

Personal Details.

Date of Birth : 24-July-2001
Passport No : W6698433
Visa Status : Visit Visa
Languages Known : English and Tamil
Nationality : India