



AJMAL HUSSAIN

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OBJECTIVE

To obtain a suitable position in a professional and dynamic organization which promises bright growth opportunities and to contribute the best of my ability for the development of the organization.

EDUCATION

- **Diploma in Certified Indian Foreign Accounting Professional (DCIFAP)**
- **Plus Two** (Board of Higher Secondary India)
- **SSLC** (Kerala Board of Public Examination)

WORK EXPERIENCES

- **Tax practitioner and accountant**
(6 Months, Ahammed Sons Malappuram)
- **Accountant assistant**
(2 Year, Nesto Group, Saudi Arabia)
- **Working as a IT Retail Automation Coordinator**
(ENOC)
- **Working as a Administrative Assistant**
(ENOC)
- **Present working as a Merchandiser**
(ENOC)
- **Present working as a Acting-Shift-In-Charge**

SOFTWARE EXPOSURE

- Expert in **Peachtree Sage50** accounting software
- Expert in **Tally Version ERP 9** accounting software
- Expert in **Quick Books and Entry** accounting software
- Expert in **Window7 & Window8**
- Well versed in **MS Office** Especially in Excell functions
- **SAP**, proficiency in internet

PROFESSIONAL QUALIFICATIONS

- Practical accounting (Manual) and computed accounting
- SAP
- Operating system: Window XP, Window7
- Excellent in MS Office, Excel Word, PowerPoint, Access
- Basic knowledge of computer hardware and network

PERSONEL AND PROFESSIONAL SKILLS

- Honest and hardworking, fast learn new concepts
- Strong professional communication & ability to work under pressure
- Ability to identify personel goals with that of company's

- Ability to work with Multi-Cultural Environments
- Self-Motivated with ability to grasp things quickly and implement them efficiently
- Alert proactive with good listening skills
- Ability to command in English languages

JOB PROFILE

- Responsibility for accounts payable and receivable
- Customer & Vendor reconciliation
- Cheque preparation
- Accounts maintenance
- Payroll preparation
- Cash dealings
- Analyzing accounts and business plans
- Financial forecasting and risk analysis
- Inventory management
- Substantiates financial transactions by auditing documents

ADDITIONAL INFORMATIONS

- **Languages known:** Malayalam, English, Hindi, Arabic and Tamil
- **Passport No:** Y2944367
- **Date of issue:** 31-05-2024
- **Date expiry:** 30-05-2034
- **Nationality:** Indian