

AJMAL K



ACCOUNTANT

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Career Objectives

Intend to attach, grow & consolidate in a professionally managed and growth oriented organization, which concentrates on client relations and requires quick learning capabilities, while concurrently upgrading attitude, skills and knowledge through teamwork and leadership and to achieve the common organizational goal including my growth.

Work Experience

Position : ACCOUNTANT

Duration : Jan 2022 to Sep 2023

Company :MAKKAH HYPERMARKET – KSA

Position : Accountant assistant

Duration : May 2019 to dec 2021

Company : MAKKAH EXPRESS HYPERMARKET - KSA

ACADEMIC CREDENTIALS

- **MASTER OF BUSINESS ADMINISTRATION – FINANCE & HR** under Bangalore University Karnataka India.
- **Bachelor of Commerce – Computer Application** under University of Kannur Kerala India.
- **Plus Two** from Ghss Aralam.
- **SSLC** from Ghss Aralam.

Job Description

- Managed day to day financial activities.
- Maintained accurate financial records.
- Manage and solve all activities of accounting.
- Maintained account payables and receivables.
- Ensure efficient handling of financial records.
- Maintained preparing and returning tax.
- Maintains a Database of customers and initiates regular follow up.
- Ensuring zero complaint position on Daily Basis.
- Managed the analyzing and reconcile of bank statement.
- Maintained to keep all daily activities separate excel file.
- Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits
- prepared profit and loss account every year.
- Managed to do payments and receipts of Cheque and cash.

KEY SKILLS

- To work in team and independently.
- Ready to develop & maintain a strong relation with company.
- Excellent listener, sensitive to the customers and need deliver their satisfaction interest of the company.
- Ability to work long hours if required.
- Management and leadership.
- Ability to make decisions and solve problems.
- Staff training and development.
- Time management.
- Problem solving.

LANGUAGES KNOWN

- **MALAYALAM** - Native or Bilingual
- **ENGLISH** - Professional Working
- **HINDI** - Professional Working
- **ARABIC** – Limited Working
- **TAMIL** - Limited Working
- **KANNADA** - Limited Working

Tools Used

- E2PLUS ERP
- TALLY ERP
- MS Office

PERSONAL DETAILS

- Nationality - Indian
- Name of father - Abdul Rahiman
- Name of Mother - Shamsiya k
- Sex - Male
- Date of birth - 05 SEP 1994
- Passport number - U0400263
- Passport date of issue - 03 NOV 2019
- Passport date of expiry - 02 NOV 2029

DECLARATION

In view of the above-mentioned particulars, I hope that my bio-data will be considered and opportunity to serve under your kind control. If given a chance I assure you that I will discharge my duties to the entire satisfaction of my superiors.

AJMAL K

