

ABDUL FAZAL K

ACCOUNTANT CUM CASHIER

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Location: Abu Dhabi, UAE

PROFESSIONAL SUMMARY

Detail-oriented and reliable professional skilled in managing cash transactions, reconciling financial records, and ensuring accurate inventory management. Proficient in operating POS systems and maintaining compliance with accounting standards. Demonstrates strong organizational and multitasking abilities, contributing to efficient administrative operations. Committed to delivering exceptional customer service and supporting the financial health of the organization.

WORK EXPERIENCE

ACCOUNTANT AND OPERATIONS ASSISTANT

New Baby Day – Kasaragod, India | October 2023 – May 2025

- Processed accounts payable and receivable transactions, ensuring timely and accurate payments and collections.
 - Reviewed and processed employee expense reports, verifying receipts and compliance with company expense policies.
 - Maintained accurate and organized records of all accounts payable transactions, invoices, and payment documentation.
 - Reconciled accounts payable transactions to ensure that all payments were accounted for correctly.
 - Provided general administrative support, including filing, emailing, and scheduling, to ensure smooth office operations.
 - Established and maintained positive relationships with vendors, handling inquiries and resolving discrepancies related to invoices or payments.
 - Ensured compliance with relevant accounting principles, regulations, and company policies in all financial transactions.
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SKILLS

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| • Cash Handling & Register Operations | • Basic Accounting & Bookkeeping | • Communication Skills |
| • Point of Sale (POS) Systems | • Tax Preparation & Compliance | • Problem-Solving Abilities |
| • Financial Reporting & Reconciliation | • Data Entry & Documentation | • Multitasking |
| • Accounts Payable & Receivable | • Attention to Detail | • Time Management |
| • Inventory Management | • Customer Service Excellence | |
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EDUCATION

Diploma in Professional Accounting (DPA) | Sree Sankaracharya Computer Centre Kasaragod, India | Jan 2023 – Dec 2023

Higher Education (Commerce) | National Institute of Open Schooling (NIOS) Kasaragod, India | 2021 – 2022

LANGUAGES

- English
 - Malayalam
 - Hindi
 - Tamil
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