



# ABDUL JAVAD ABDUL KABEER

Assistant Treasurer

## My Contact

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☎ +971-504983746

📍 Al Sharq, Al Qulayaa, Sharjah, U.A.E

## Skills and Knowledge

- Administrative.
- Leadership Skill
- IT related Accounting packages.
- PC Literate with operating skills for Accounting software.
- Strong Interpersonal and Communication skills.
- Cash and Bank handling procedures.
- Excellent Organization Skill.
- Possess strong knowledge of inventory management to efficiently maintain and track stock levels while ensuring timely access to required goods.

## Languages

- English
- Arabic
- Malayalam
- Hindi

## Education Background

- **University of Kerala**  
*Graduated as Bachelor of Commerce in Cost Accounting*  
Completed in 1993
- **Government High School Alamcode**  
*Completed High Secondary Education*  
Completed in 1988

## About Me

To secure a challenging position in a dynamic organization where I can leverage my financial expertise, analytical skills, and attention to detail to efficiently manage and optimize financial resources, ensuring the financial stability and growth of the organization.

## Professional Experience

### Union Co-operative Society, Dubai. | Assistant Treasurer

2008 – 2023

- Key responsibilities:
  - Provide assistance to Treasurer on Cashiers, Cash transaction, reporting, documentation, correspondence and other treasury.
- Keep track of credit sales invoices and provide related information to Accounts.
- Conduct surprise checks on Cashiers periodically.
- Verify deposited vouchers from branches and maintain records.
- Keep track of telephone card sale in the branches.
- Assists other departments in their cash transaction.

### Union Co-operative Society, Dubai. | Desk Cashier

2002 – 2008

- Key responsibilities:
  - Cash handling.
  - Point of Sale system operation.
  - Customer Service and Record Keeping.

### Union Co-operative Society, Dubai. | Department in Charge of Perfume

1993 – 2002

Key responsibilities:

- Purchasing, Approval of new product and staff In-charge.

## Personal Details

Date of Birth: 4th May 1971

Nationality: Indian

Marital Status: Married

Valid UAE Driving License