



Abdullah Tadwalkar

Assistant Accountant and Cashier

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Outgoing and friendly cashier with excellent customer service skills. Known for creating a welcoming and positive atmosphere for customers. Efficient in handling cash transactions and resolving customer concerns in a polite and approachable manner.

Motivated Junior Accountant with a friendly demeanor and strong attention to detail. Proven ability to accurately manage financial data and ensure compliance with accounting regulations. Eager to contribute to a team and support the organization's financial growth.

WORK EXPERIENCE

2019-2023 | Cashier

Hawa Fashion | Solapur

Assisted 50+ daily customers with checkout.

Collaborated with 8 other cashiers, offering assistance to other teammates during busy times.

Exceeded sales targets by 20-30%.

Directed scheduling of delivery drivers, ensuring 100% of orders were delivered on time.

Maintained a robust knowledge of product inventory to assist and direct 300+ weekly customers to the appropriate part of the store based on their needs.

Calculated revenue totals 5 days per week, reporting any minor discrepancies between cash in the till and receipt totals.

2010-2012 | Cashier

Hawa Traders | Solapur

Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.

Balancing the cash register and generating reports for credit and debit sales.

Operating scanners, scales, cash registers, and other electronics.

Following all store procedures regarding coupons, gift cards, or the purchase of item.

Counted money in cash drawers at the beginning and end of the day to maintain accuracy.

Oversees day-to-day accounting activities, including account payables and account receivable, payroll processing, cash flow statements and bank reconciliations.

Prepared quarterly and annual profit and loss statements and balance sheet.

2017- 2023 | Assistant Accountant

Hawa Fashion | Solapur

Managed shipments and sales orders.

Prepared invoices, expense reports, and payment memos.

Ensured good information workflow between tax preparers and management.

Assisted with different accounting projects as needed.

Supported the team by successfully assisting with accounting tasks.

2020-2023 | Assitant Accountant

Aejaz jambhai CA | Solapur

Supported the team by successfully assisting with accounting tasks.

Assisted with different accounting projects as needed.

Responsible for assisting in the preparation of financial statements, budgets, and other financial records.

Managed daily bookkeeping activities such as accounts payable/receivable, journal entries, invoicing, and reconciliation of accounts

Reconciled bank statements and resolved discrepancies.

Assisted with the preparation and analysis of monthly and quarterly financial reports.

2013-2019 | Junior Accountant

Hawa Traders | Solapur

Managed all purchase orders and monitored company budget by controlling project expenses.

Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.

Completed the general ledger with payroll entries.

Maintained flawless communication with the management.

EDUCATION

Master's of Commerce

Solapur University
2010-2012

Bachelor's of Commerce

Solapur University
2006-2010

SKILLS

- Adaptable
 - Accountable
 - Compassionate
 - Analytical Problem solving
 - Critical thinking
 - Inventory management
 - Microsoft Office suite
 - Written and Verbal communication
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