



# AMAL K ABRAHAM

Experienced in the areas of sales, accounts, finance, tally, billing and Cashier with Three Years and 5 months of experience. Possess good interpersonal and communication skills. Seeking for an ambitious career that helps me to learn new skills, deliver my skills and talent towards the development of the company and also to attain my personal and life goals.

## Contact

### Phone

054 364 8386

### Email

amalabraham135@gmail.com

### Address

Al Karama, Dubai UAE

## Education

**Master Of Commerce**  
**Mahatma Gandhi University**  
Kerala, India

## Skills

Accounting Knowledge  
Financial Reporting & Analysis  
Sales Management  
Sales Promotional strategies  
Banking service knowledge  
Financial Data Entry  
Banking function knowledge  
Business Development  
PC Building skill  
Computer Literacy  
Tally  
MS Office: Word, Excel  
Adobe photoshop & Adobe premier  
Adaptability  
Time management  
Team Work  
Photography

## Language

English

Malayalam

## Experience

### 2022 - 2024

Kalapurackal Traders | Kerala, India

#### Manager

Demonstrated exceptional interpersonal skills in collaborating with diverse customers and volunteers, ensuring positive relationships. Consistently completed daily tasks accurately and on time, contributing to the overall efficiency of firm operations. Proactively addressed customer issues, ensuring swift resolution and satisfaction. Maintained meticulous inventory control by regularly assessing supplies and reporting needs to management. Efficiently managed daily checklists and adeptly handled last-minute requirements. Conducted thorough inspections of final products, ensuring compliance with quality standards and established tolerances. Exhibited friendliness, effective communication, and adept problem-solving abilities. Developed a high level of professionalism, strong teamwork, and coordination skills. Managed customer billing and addressed returns with precision. Handled daily cash depositing and organized deposit receipts. Oversaw all aspects of merchandising inventory control, cash handling, and sales floor activities. Analyzed operating and sales reports, providing valuable recommendations for improvements.

### 2021

N.k. Traders | Kerala, India

#### Accountant

Proficiently handled accounts receivable transactions in Tally, ensuring precise recording and posting. Executed accounts payable transactions in Tally with accuracy, maintaining meticulous records. Managed the creation and oversight of invoices. Conducted day-to-day transactions, including sales orders, purchase orders, delivery notes, stock journals, journal vouchers, sales vouchers, purchase vouchers, payment vouchers, and receipt vouchers in the Accounting Software. Additionally, adeptly prepared debit and credit notes to maintain comprehensive financial documentation.

### 2020-2021

Puthupally Service Co-operative Bank LTD, India

#### Accounts Trainee

Acquired and applied marketing and finance skills in the banking industry. Progressively took on greater responsibilities for account management. Stayed updated on bank products and services. Actively participated in assigned training projects. Prepared and presented detailed written reports for department managers. Undertook additional related duties as assigned.

## PERSONAL DOSSIER

Gender : Male  
Nationality : Indian  
Gender : Male  
Date of Birth : 21/12/1994  
Present Address : Flat 306, Kauveri Building, Al Karama, Dubai UAE  
Marital Status : Single  
Passport No : V2822115  
Visa Status : Visit Visa

## Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Amal K Abraham