



ABDUL LATHEEF O

📍 DEIRA ,DUBAI

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PROFESSIONAL SUMMARY

Ambitious, career-focused job seeker, anxious to obtain an entry-level in the field of Accounts to help launch career while achieving company goals. Offering excellent communication and strong organizational skills and having good knowledge in MS Office and various accounting softwares. Willing to take add-on responsibilities to help team achieve company goals.

SKILLS & ABILITIES

- Good Accounting Knowledge
- Positive & Professional
- Knowledge in GST Filing
- Proficient in MS Excel
- Good Communication Skills
- Good Interpersonal Skills

PROFESSIONAL EXPERIENCE

ACCOUNTS EXECUTIVE, Goodway Agencies, Palakkad, India
2022 to 2023

- Manage Invoices and Accounts.
- Checking of data accuracy and making necessary correction.
- Recording daily transactions, meeting day to day expenses and cash handling.
- Collecting payments & recording it in data software.
- Assisting in top management decision making.
- Administrative duties like file keeping and maintaining.

TRAININGS ATTENDED

ACCOUNTS TRAINING, Accounts Zone, Shoranur, Palakkad, India
Apr-2022 to Jun-2022

ACADEMIC QUALIFICATION

BCA, University of Calicut
2018-2021

PLUS TWO – COMMERCE, Higher Secondary Education
2016-2018

SSLC, Kerala State
2016

ADDITIONAL QUALIFICATION

DFM & SAP FICO, Accounts Zone, Shoranur, Palakkad, India
2021-2022

TECHNICAL KNOWLEDGE

- Knowledge in MS Excel
- Knowledge in Tally Prime
- Knowledge in GST Filing
- SAP FICO
- Basic Typing Skill
- Social Media Awareness
- Internet & Email

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English (Read, Write & Speak)

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I, Abdul Latheef O, hereby declare that the above information is true and correct to the best of my knowledge & belief.