

## CURRICULAM VITAE

### ABDUL AKHIL

Thani building

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Deira, Dubai

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### **CAREER OBJECTIVE**

To work with full strength in the organisation which provides new challenge that help to add value to the organisation and the individuals. Seeking a challenge career to value on time performance. where I can enhance my working skills, strength and experience which helps achieving the target.

### **EDUCATION QUALIFICATION**

COURSE	INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING
MBA	SRINIVAS INSTITUTE OF MANAGEMENT STUDIES	SRINIVAS UNIVERSITY	2019
B.COM	ST. ALOYSIUS COLLEGE MANGALURU	AUTONOMOUS	2017
PUC	ST ALOYSIUS PRE –UNIVERSITY COLLEGE MANGALURU	KARNATAKA PRE-UNIVERSITY BOARD	2014
SSLC	N.M.P.T ENGLISH MEDIUM SCHOOL PANAMBUR	KARNATAKA SECONDARY EDUCATION BOARD	2012

## **WORK EXPERIENCE**

**Company name:** Lulu Group International, Qatar

**Designation:** FRONT END AND CASHIER SUPERVISOR  
JUNIOR ACCOUNTANT.

**Duration:** 2019-2023

### **Duties and Responsibilities**

- ❖ Report any shortages/Excess to management.
- ❖ Monitor cashiers' drawers and conducts petty cash audit.
- ❖ Ensure daily bank deposit are accurately balanced and cashiers transaction activity is accurate.
- ❖ Investigates and resolves any cashiers balancing issues.
- ❖ Assist with responding to cashiers' office Email.
- ❖ Data Entry: Maintain and update price and stock of the goods through databases and spread sheet.
- ❖ Assist with accounts receivable and accounts payable process including invoice processing and payment.
- ❖ Reconcile cash receipts and Vendor Statements to ensure accuracy and completeness of financial transaction.
- ❖ Preparing and maintain sales reports, spreadsheets, and other documents to support accounts Team
- ❖ Preparation of debit note and credit note for the goods.
- ❖ Perform other accounting and administrative tasks as assigned by finance manager or senior staff.

**Company name:** Lulu group (Bangaluru-India)

**Designation:** Inventory Assistance

### **Duties and Responsibilities**

- ❖ Maintain the purchase order.
- ❖ Mentoring and tracking the delivery order with respective outlets.
- ❖ Works with receiving to ensure materials get into inventory in a timely manner.
- ❖ Making the email and draft to the supplier's order.
- ❖ Good touch with suppliers.

### **TECHNICAL QUALIFICATION**

- ❖ MS- Office Package (World Excel, PowerPoint)
- ❖ Data computer Application
- ❖ SAP Material management -Certified
- ❖ Tally Gcc Vat-Certified.
- ❖ Quick books

### **ACADEMIC ACHIVEMENTS**

- ❖ A study on awareness of E-Commerce in Banking.
- ❖ Undertaken the internship project report on CANARA Bank Mangalore during MBA Second Year.
- ❖ A study on Inventory Management at Kudremukh Iron Ore Company Limited.

### **PROFFESIONAL STRENGHTS / SKILLS**

- ❖ Self-motivation.
- ❖ Adaptability.
- ❖ Positive attitude hardworking and ability to work under pressure.
- ❖ Ready to take responsibility.
- ❖ Ability to work in Team.

### **EXTRA CURRICULAR ACHIVEMENTS**

- ❖ Attended national and state level seminar programmes.
- ❖ Published and edited articles in Wikipedia in religion language
- ❖ Actively participated in various college fests and activates.
- ❖ Served as an active member of commerce association

**PERSONAL DETAILS**

<b>Date Of Birth</b>	<b>14<sup>th</sup> April 1996</b>
<b>Gender</b>	Male
<b>Nationality</b>	Indian
<b>Marital Status</b>	Single
<b>Languages Known</b>	Kannada, English, Malayalam, and Hindi
<b>Visa status</b>	Visit Visa      12-08-2024

**DECLARATION**

I hereby declare that the information given above is true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.

yours faithfully,  
**(ABDUL AKHIL)**