LET'S CHAT

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LOCATION

Manjeshwar, Kasaragode
Kerala

EDUCATION

- **Studied B.B.M** from MANGALORE UNIVERSITY ,INDIA -2009-2012.
- **Higher Secondary**
- from the Board of Karnataka , INDIA-2008-2009.
- **Secondary School** from the Board of Karnataka , INDIA-2006-07

SOFTWARE EXPERTISE

- TALLY ERP-9
- Proficient knowledge in MS OFFICE 2007-2020
- Involved with Operating System Windows 98,2000,XP, 7 to 10.
- Software installation , PC Formatting, Trouble shoot the PC errors.
- Internet Surfing & Emailing.
- CA(Computerized Accounting) .
- CCNA (Cisco Certified Network Association).

LANGUAGE SKILL

- English
- Hindi
- Malayalam
- Kannada
- Arabic

ABDUL SAMAD K
ACCOUNTANT CUM CASHIER

CAREER OBJECTIVE

Desire a challenging position as a bachelor degree holder in a reputed organization & to continually develop more unique and exquisite accounting and management skills. To pursue apath of continues improvement and constant innovation, to challenge myself to excel in highly competitive environment and to add value to the workplace with my diligence, sense of ethics and strong will succeed. I look forward to associates myself with an organization where there is a scope for contribution and upgrading my knowledge for developments of self and organization served.

EXPERIENCE (Total 11 Years Experience in U.A.E)

Accountant cum Cashier

Abaq Al Madina Supermarket | **Nov 2015 - June 2024**
Abu Shagarah, Sharjah, U.A.E.

Job Responsibilities:

- Manage all accounting transactions.
- Purchase voucher entry and prepare sales invoice & handling petty cash.
- Handling account payable and accounts receivable
- Duties of stock Controlling & stock transfer
- Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement and other statement
- Management of the finance function and overseeing the finance team.
- Support month end and year end process
- Daily checking and controlling cash outflow and inflow
- Documents financial transaction by entering accounting information.
- prepare financial statement (Trading A/C , Profit and loss A/C and balance sheet
- Administrative interaction with management staff and workers
- Administrative interaction with management staff and workers.
- Good knowledge in tax Calculation
- Maintain files , and Computerized accounting data basis.
- Report on the company's financial health and liquidity.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Preparing enquiry , quotation & LPO.

COMPETENCIES

- Committed to deadlines & schedules.
- Organized and well-structured at work.
- Honest ,sincere and a hard worker with a high level of integrity .
- Good communication & presentation skills.
- Attitude, honesty and loyalty in work.

KEY SKILL & ATRIBUTES

- Mature and confident with an ability to work under pressure.
- Professional attitude and strong commitment to the job.
- Quick learner.

ACCOUNTANT ASSISTANT cum DATA ENTRY CLERK:

SEA SHELL GROUP LLC | JULY 2013 – JULY 2015
Khalidiya, Abu Dhabi, U.A.E.

Job Responsibilities:

- Entered and maintained transactions in accounting ledgers on a daily basis.
- Analyzed recorded documents and transactions to correct errors and make required changes.
- Worked on maintaining and tallying accounting ledgers in coordination with accounting departments.
- Held responsibility of managing vouchers and keeping track of account receivables.
- Recorded regularly updated transactions, manually as well as in management database.
- Coded payables /receivables, produced invoices and assisted in preparing monthly financial reports.
- Double-checked accounting reports, verified invoices and various documents for accuracy.
- Balanced entries, organized documents, debits and credits.

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and Trust me I will do my level best.