

ABDUL KHADEER PADINHAR ASHRAF

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SKILLS

- Interpersonal Communication Skills
- Active Listening
- Computer literacy
- Efficiency
- Professional and energetic
- Time saving skills
- Good organizational skills
- Adaptability

CAREER SUMMARY

An enthusiastic Bachelor of Commerce graduate with the determination to resolve complex accounting issues possessing effective skills and excellent working knowledge and having a commitment to keep up to date with the latest developments is looking for a challenging accounting position, one which will make best use of my existing skills and experience and also further my development.

EXPERIENCE

MASHA MOBILE PHONES TRADING L.L.C, Dubai-UAE

February 2021 - June 2023

Assistant Accountant

- Managing invoices and payments (Sales and purchases department).
- Building and assessing financial reports.
- Posting day today expenses.
- Writing and delivering reports.
- Reconciling invoices and identifying discrepancies.

MANESH ASSOCIATES, Kerala-India

May 2018 - May 2019

Customer Service cum Accountant

- Receiving and storing invoices
- Preparing monthly and annual accounts
- Corporate document maintenance.
- Handling petty cash and cash management.
- Processing employee expenses.

EDUCATION

Bachelor of Commerce- Kannur University, India

April 2018

Higher Secondary – Govt of Kerala, India

April 2015

ADDITIONAL

Professional Diploma: Certified Professional Accountant from UKAS Management System.

Languages: English (Fluent), Malayalam (Native), Hindi (Intermediate).

Software familiar with:

- Oracle Netsuite
- Tally ERP