

# AHMAD ONAIS K A

Administrator/ Accountant

Certified accountant in computerised financial accounting[CACFA]. Proficient in Tally and Excel, with excellent analytical and problem-solving skills. Education and skills in a challenging and dynamic accounting environment.



✉ ukalanad@gmail.com

☎ 0543328545

📍 Deira, Dubai

## WORK EXPERIENCE

### BRANCH INCHARGE ZAIN BAJAJ

08/2021 - 07/2022

Kasaragod, kerala

Authorized Dealer of BAJAJ AUTO. Leading manufacturer of motorcycles and three-wheelers in India

Task/Achievements

- Branch incharge - Administration, Accounts, Spare parts, Sales, Service, Poster design.
- Implemented new systems to cut time and costs.
- Produced reports and made changes with the results.
- Establish new fund distribution rules to define and standardize key metrics and tolerances for all levels.
- Managed the development and improvement from a handbook system to a computerized environment.
- Trained and supervised new employees.

### ACCOUNTANT E-PLANET ELECTRONIC STORE

06/2019 - 05/2021

Kanhangad, kerala

E Planet Electronics is one of the fastest growing electronics & home appliances retail stores in Kerala.

Task/Achievements

- Billing (sales&purchase), cashier, stock management.
- Reduced paperwork by converting accounting procedures to an electronic form.
- Maintain books of accounts in Tally.
- Reconcile accounts payable and receivable.

### ACCOUNTANT MANESH ASSOCIATES

04/2018 - 04/2019

Trikaripur, Kerala

Task/Achievements

- Deals with books of accounts.
- Trainee to tally software and rectify errors in accounts.
- Exceeded monthly targets.

## EDUCATION

### MBA HRM Master of Business Administration with Human Resources Management

2020

ANNAMALAI UNIVERSITY

### BBA TTM Bachelors of Business Administration with Travel and tourism Mangement

2018

KANNUR UNIVERSITY

## SKILLS

Leadership

Accounting Software

Team building and planning

Software proficiency

Critical thinking

## PERSONAL PROJECTS

"Impact of Common Service Centers (CSC) In Tourism Operation" (2018)

"Marketing Management on Hair Shampoo" (2015)

## CERTIFICATES

[CACFA] CERTIFIED ACCOUNTANT IN COMPUTERISED FINANCIAL ACCOUNTING [ TALLY, PEACHTREE, QUICKBOOKS, WINGS] (2018)

PROFESSIONAL SCHOOL OF ACCOUNTING

## LANGUAGES

English

Full Professional Proficiency

Hindi

Limited Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

Urdu

Elementary Proficiency