



MOHD ABDUL GAFFAR

ACCOUNTANT

CONTACT

☎ 0566673270

✉ md.abdulgaffar921@gmail.com

📍 Air port road, AL shaab building
Abu Dhabi

🛂 Passport Number : U4912863

EDUCATION

2019 - 2022

NAWAB SHAH ALAM COLLEGE

- Bachelor of Technology

2012 - 2014

GOWTHAM JUNIOR COLLEGE

- MPC (Mathematics, Physics, Chemistry)
- GPA: 4.9 / 10.0

SKILLS

- Proficient in Tally ERP9, GCC
- VAT and Microsoft Excel.
- Decision-making and
- teamwork.
- Problem solving.
- Strong time management and
- Critical thinking.
- Mathematical skills
- Customer service expertise
- with a focus on accuracy.
- Typing speed: 35 words per
- minutes.

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)

PROFILE

Highly motivated and detail-oriented accounting graduate (Bachelor of Technology) with expertise in Tally ERP9, GCC VAT, and advanced Microsoft Excel skills. Possess strong problem-solving, multitasking, and communication abilities and a strong work ethic. Eager to contribute to a progressive organization by leveraging skills in accounting and customer service to drive career growth.

WORK EXPERIENCE

IITG Infotech

OCTOBER 2023 - NOVEMBER 2024

Accounting & cashier

Worked as a Cashier and maintain general accounting for Cakes Clan where my job was to handle Cash counter and accounting related procedures and on same time involving in a day-to-day operation for the smooth work . Some of my job's responsibilities are described Below.

2025 - 2029

1. Managed cash counters and accounting procedures.
2. Handled customer transactions via cash registers.
- 3.Ensured accurate pricing and Processed payments (cash/card).
- 4.Issued receipts, refunds, and managed bill receivables/payables.
5. Prepared order sheets and maintained inventory accuracy.
6. Recorded purchase/sale entries and reconciled transactions.
7. Monitored and Managed petty cash expenses.

REFERENCE

- Available upon request