



ABDUL HAKEEM

📍 UAE

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📞 00971 56 4743848

AREA OF INTEREST

- Accounting
- HR
- Counseling and Hospital Settings
- Project Co coordinator
- Marketing
- Community Organization

COMPUTER KNOWLEDGE

- MS Office (Word, Excel, PowerPoint)
- Internet Browsing
- Tally ERP9
- Quick Books

LANGUAGES

Arabic



English



Hindi



Malayalam



PERSONAL DETAILS

- Name : ABDUL HAKEEM
- Father's Name : NAZEER
- Sex : Male
- Date of Birth : 20/12/1996
- Religion : Muslim
- Marital Status : Single
- Nationality : Indian

CAREER OBJECTIVE

To obtain a challenging and responsible position in a result oriented company that offers responsibilities and opportunities of growth and advancement. My stated objective and focused approach is to acquire in-depth knowledge in the area in which I am associated with, and to work in an organization that fully utilize my skills and provide global work exposure.

WORK EXPERIENCE

ACCOUNTANT

2022 - Present

GREEN ENERGY ENGINEERING CONSULTANTS LLC-UAE

- Handling all the company accounts
- Handling payroll
- Preparing VAT returns
- Preparation of daybook
- Maintain petty cash book
- Reconcile bank account
- Prepare monthly profit and loss

ASSISTANT ACCOUNTANT

2020 - 2021

Fraters Architecture

- Enter the daily transaction to the company
- Controlling and preparing expenses of organization
- Maintaining purchase and sales including stock register
- Preparation of daybook
- Maintain petty cash book
- Prepare monthly profit and loss
- Posting all day transaction of the company
- Prepare sale invoice, payment voucher and receipt by verifying documents

SUPERVISOR

2019 - 2020

MRA GROUP

- To effectively manage stock and distribute product on time run smoothly.
- Scheduling and coordinating tasks based on the objectives by conducting an extensive market study to reduce unwanted expenses.
- Identifying improvement areas and implementing ideas to maximize profit.

EDUCATION HISTORY

• Master of Social Work (MSW)

2017 - 2019

MES College Calicut University

• BA in Economics

2014 - 2017

Govt. Brennen College Kannur University

Plus Two (Commerce)

2012 - 2014

• Kerala HSE Board (Commerce)

DECLARATION

I hereby declare all the particulars are true to the best of my knowledge and belief.

Date :

Place : Abdul Hakeem

