

# ABDUL MALIK

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## WORK EXPERIENCE

- **Accountant, OTTO Clothing Pvt Ltd**, Chennai (TN), India(Oct 2015 to Nov 2019)
- **Assistant Accountant, Saravana selvarathinam retail pvt ltd**, Chennai (TN), India(Sep 2015 to Oct 2017)

## EDUCATIONAL BACKGROUND

- **Kalasalingam University**, viruthunagar,Tamil Nadu, **Master of Business Administrations**, 2015, Finance & Marketing
- **Sadakathulla Appa College**, Tirunelveli,Tamil Nadu, **B.Com (CA)**, 2013, Commerce & Accounting

## SKILLS

- stacking up and maintaining the purchase invoices and sales invoices bill due date
- helped generate financial statement
- bank book and cash book entries
- bank reconciliation
- ledger entries purchase and sales invoices
- journal entries
- managed accounting entries
- i have five year experience of invoice processing
- accounts payable (ap voucher)
- accounts receivable (ar voucher)
- journal entries
- payroll process

- vat filing
- tds calculations
- gst filing
- e-way bill entries
- provident fund filing etc. than my extra skills ms office
- ms excel (v lookup and pivot table)
- ms outlooks
- tally erp 9
- ginesys accounting oracle development software
- basic quickbooks and sap accounting software etc

## PERSONAL BACKGROUND

- Birthday: - 1992-04-16