

# AFLAHUDHEEN KV

## Accountant



**Visa Status:** Visit Visa valid till July 13, 2021.

### Contact

**Address:**  
Abu Dhabi, UAE

**Phone:**  
+971 54 539 8182

**Email:**  
aflahudheenkv@gmail.com

### Hobbies

- Writing
- Sketching
- Photography
- Design

### Personal Details

**Nationality** : Indian  
**Gender** : Male  
**Date of Birth** : 14 – Dec - 1996  
**Visa Status** : Visiting Visa

### Career Objective

Seeking challenging career in accounts sector to get a position of responsibility, using my professional skills and efficiency to communicate my ideas, views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

### Experience

**Position** : Cashier  
**Tenure** : Jan 15 – May 20  
**Industry** : M/S Sultan Pack L.L.C

#### Responsibilities:

- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return.
- Ensured that each customer received outstanding service by providing a friendly environment
- Maintained an awareness of all promotions, and advertisements
- Communicated customers requests to management
- Maintained orderly appearance of cash rack and supplies stocked
- Performed store recovery in down time
- Completed any and all other tasks assigned by manager

**Position** : Accountant  
**Tenure** : Nov 18 - Oct 19  
**Industry** : Moonstone Solutions, Kerala, India

#### Responsibilities:

- Posting Payment and Receipt of Cash.
- Bank Reconciliation.
- Handling inflow and outflow cash and posting it into relevant Bank accounts.
- Reconciling payment with Bills.
- Recording all cash Activity on daily basis.
- Accurately and promptly processing documentation.
- Preparation and analysis of expense statement.
- Record maintenance , Report filing , File updating and maintenance.
- Preparing documents in MS Excel and MS Word.
- Build relationships with suppliers and customers.
- Keeping account books and systems up to date.
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### Publications & Participations

A study on THE EMPLOYEE SATISFACTION of Changaramkulam Mother & Child Hospital Changaramkulam.

## Computer Skills

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- Tally 9.
- MS Office- Word, Excel, Power point.
- Internet and Email Operations.
- Computer Hardware.
- Typing Skill.

## Education

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Course/Degree	School/College/University	Year of Passing
Bachelor of Commerce	ASSABAH Collage, Valayamkulam, Kerala	2018
Higher Secondary (Plus Two)	GHSS Mukkala	2015

## Personal Traits

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- Hardworking & Sincere.
- Observing Mentality & Positive Thinking.
- Possess good communication skill.
- Ready to work in team.
- Sincere in work and commitment.

## Declaration

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I hereby declare that the details above mentioned are true and correct to the best of my knowledge

Aflahudeen KV