

# RESUME

**ABDUL MALIK P A**

Contact Number UAE: +971589036441

India: +919894875771

E-mail ID: pamalik05@gmail.com



---

## **CAREER OBJECTIVE**

To work in an innovative and challenging environment equipped with the state-of-art technology that enhances my skill knowledge, which I will contribute to the organization, growth and profitability. Seeking a position as an Accountant & Accounting Assistant where extensive experience will be further developed and utilized.

## **CAREER PROFILE:**

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

## **PROFESSIONAL EXPERIENCE:**

**OTTO Clothing Pvt Ltd, Chennai, Tamil Nadu**

**October 2017 – 2019 November**

**Accountant**

- Our company accounts maintain the **GINESYS** Software
- Performed accounts payable functions for construction expenses.
- Create Vendor Master and Customer Master.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
- I handled petty cash in our company and prepared and submitted weekly or monthly report.
- Prepared company accounts and GST filing.
- Coordinated monthly payroll functions for 200+ employees.
- Maintain the attendance records for the employee
- Generate the salary slip for the employee
- Deduct provident fund from the employee salary
- Deduct the employee state insurance from the employees and send record the factory
- Deducting Professional tax from the employee salaries

