



ABDUL MAJEED

ACCOUNTANT,
ADMINISTRATION OFFICER
& RESTAURANT
SUPERVISOR

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LINKS

Linkedin:

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ABOUT ME

"Professional with excellent time management skills and ability to multi-task while working within deadlines and time constraints.

Desire the position of an Administrative and Accounts Specialist with extensive experience of 7 years and client service skills to efficiently manage office procedures and inventory".

Professional Summary

- Having over 07 years of experience in the field of Book

WORK EXPERIENCE

ACCOUNTANT, RESTAURANT SUPERVISOR & ADMINISTRATION OFFICER

CHOCO LUV | COLOMBO

JAN 2016 - JAN 2021

**Assistant Accountant Cum Restaurant Supervisor
& Office Administrator**

Choco Luv Restaurant

Duties & Responsibilities

- Maintaining petty cash expenses manually and entering into the system.
- Monitor the stock and preparation of daily wastage stock.
- Responsible for accounting of receivables and payables managed them, prepared the age analysis and sorted out them for the purpose of future use.
- Expected payment position of all Suppliers and partners.
- Enter all the sales, purchases and expenses
- Preparation of Salary, EPF, ETF and service charge monthly
- Consideration the utensils bills such as water, electricity, telephone, television etc.. and making the payment on or before due date.
- Monitor the bank transactions and prepare the bank reconciliations
- Preparation of Profit and Loss Account and statement of financial position (Balance sheet) monthly and reporting to the management
- Maintaining and organizing the filing and other source documents
- Supervision of subordinates with related to the Stocks and Front office

SUPERVISORY RESPONSIBILITIES:

- Maintain cleanliness of all outlets on a daily basis including the proper functionality of all front of house needs.
- Ensure maintenance of equipment by alerting the Restaurant Manager of items that are in need of repair.
- Conduct competitive research on food, equipment and point of sales systems training and trends.
- Attend mandatory meetings as needed.
- Support the entire Food & Beverage Department when and as needed.
- Assist the Restaurant manager in training and supervising front of house staff members.
- Supervise the floor during meal service and ensure that all standards set forth by SAVOR...
- Organize and make sure staff is present for pre-shift and department meetings.
- Learn and utilize the current Point of Sales system
- Follow proper cash handling protocol if needed
- Communicate with all guests with a clear and kind tone and make every effort to resolve and conflict to ensure the guests highest satisfaction.

Office Administrator :

Keeping, Accounts and Finance.

- Conversant in Quick books & Tally and other Accounting software.
- Well experienced in office Administrative works, Plans & Organized.
- Well experienced in Supervision & Front office Management in Restaurant

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.

PERSONAL DETAILS

Date of birth

30-01-1998

Nationality

SRI LANKAN

Visa status

VISIT VISA

Marital status

SINGLE

ACCOUNTANT (INTERNSHIP)

Q CONTRA | COLOMBO

JAN 2014 - JAN 2016

Accounts Experience

- Expertise in Quick Books & Tally for all the modules.
- Expertise in preparation of monthly budgets.
- Experienced in preparation of monthly Bank reconciliation statement.
- Experienced in preparation of Accounts receivable and payable outstanding list and reporting to Management.
- Expertise in preparation of Monthly schedules.
- Supervising and coordinating with subordinates to ensure smooth accounting.
- Handling self correspondence with all Business clients, Suppliers and Banks.
- Well versed in Inter Company reconciliation
- Knowledge of Generally Accepted Accounting Principles. (GAAP)

LANGUAGES

ENGLISH

SINHALA

TAMIL

DRIVING LICENSE

Driving license category

Light Vehicle

EDUCATION

HIGH SCHOOL DIPLOMA

ST. JOHN'S COLLEGE | COLOMBO

2013

- Medium : Sinhala
- Qualification : Successfully completed the Ordinary Level (O/L)

Association of Accounting Technicians (AAT)

Completed the Foundation level & Intermediate level

- Accounting : A

SKILLS

Financial Management



REPORTING SKILLS



Conflict Management



DATA ENTERING & FILING



Organizing And Communicating



Supervision



Supply Management



Problem Solving



Planning And Organizing



Team Work



Planning And Coordinating



Detail Oriented



Reporting Skills



Inventory Control



COURSE

SPOKEN ENGLISH, BRITISH LANGUAGE CENTER

JAN 2014 - AUG 2014