

## **CURRICULUM VITAE**

**Abdul Jaleel V.K.**

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**BUR DUBAI**

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### **Objective**

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

### **Experience**

- **3 Years** worked with "ALSALHI" in *Dubai* as an **Accountant** (Tally 9 & Quick Books).
- **3 Years** Worked with "INFORMATICES" Sharjah as an "Accountant Cum Trainer".
- **2 Years** Worked with "EDOXI TRAINING CENTER" Abu Dhabi as an "Accountant cum Trainer".

### **Computer skills**

#### **Accounting Packages**

- **Tally ERP 9+VAT**
- **Sage**
- **Peachtree**
- **Quick books**
- **Manual Accounting**

### **Accounting Skill**

- Preparation of monthly reports like preparing Trial Balance, profit & loss account to get the actual profit made in every month.
- Preparation of bank reconciliation, accounts payable & accounts receivable statements
- Payroll preparation for Employees.
- Reconciling inter divisional accounts to ascertain the true profits of each division.
- Managing cash flow, fund flow and bank transactions

## **Other computer skills**

- **Microsoft Office (Word, Excel, PowerPoint)**
- **Windows**
- **E-mail and Internet**
- **Advance Excel**

## **MS office and Excel Skill**

- Formatting & Page Setup
- Template Building & Editing
- Using SmartArt & Textboxes
- Custom Slides and Templates
- Animation
- Pivot tables
- VLookup & HLookup
- Nested If functions
- Index and Match
- Grouping & Sub Total
- Creating and Formatting Charts
- Customized Printing

## **Academic Qualifications**

- 1) **B. Com.** from Calicut University.
- 2) **PGDCA** from universal computer center Kerala
- 3) **Plus-Two** in Calicut University

## **Personal Details**

Date of Birth	:	30-05-1974
Marital Status	:	Married
Nationality	:	Indian
Visa Status	:	<b>visit visa</b>
Religion	:	Islam
Languages Known	:	English, Malayalam, Tamil, and Hindi

## **Declaration**

*I here by declare that all the above-mentioned details are true to the best of my knowledge and belief.*