

RESUME

ABDUL MALIK P A

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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

Saravana SelvaRathnam Retail Pvt Ltd, Chennai, Tamil Nadu

2015 September – 2017 October

Accounting Assistant

- Our company accounts maintain the **TALLY ERP 9** Software
- Purchase and Sales Bills entry's.
- Managed accounts payable, accounts receivable, and payroll departments.
- Generated invoice processing, VAT, TDS calculations,
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

EDUCATIONAL QUALIFICATION:

MBA in Finance & Marketing

Kalasalingam University, Srivilliputhur, Tamilnadu 2013 – 2015

B. Com (CA) in Computer Application

Sadakathulla Appa College, Tirunelveli, Tamilnadu 2010– 2013

COMPUTER SKILLS:

- MS OFFICE, Tally (ERP 9), Microsoft Windows XP Microsoft Office XP Professional , Quick book, Ginesys Accounting Software, any oracle developed accounting software, etc.,

Personal Details:

Name	: ABDUL MALIK P A
Father's Name	: ABDUL MAJEETH P M
Date of birth	: 16 April 1992
Visa Status	: Visit visa valid until Dec 31 th , 2020
Marital Status	: Single
Nationality	: Indian
Language known	: Tamil, English

Declaration:

I hereby that the information furnished above is true to the best of my knowledge

Place:

Yours Sincerely

Date:

ABDUL MALIK P A