

Abid Abdul Khadar

Accountant

To join a company where I can make the best possible use of my skills, so as to contribute to the organization's growth and goal, as well as to attain my professional goal



✉ abimogral26@gmail.com

☎ 0502158707

📍 Dubai, United Arab Emirates

EDUCATION

Bachelor of Commerce

Calicut University

Plus Two Commerce

Board of Higher Secondary , Kerala

Secondary School

Board of Secondary Education, Kerala

WORK EXPERIENCE

Accountant

Swiss Time and Electronics

09/2018 - 06/2021

Eranakulam , Kerala

Achievements/Tasks

- Assist in handling and maintaining Accounts.
- All kinds of Bank Transactions
- Maintaining Purchase & Sales including Stock Register
- Manual & Computerized Accounts
- Reconciliation of Accounts of Debtors and Creditors
- Maintaining day to day ledgers, Journals, and banking activities
- Preparation of Invoices, Purchases, Accounts Statements
- Purchase Coordination & Petty Cash/ Cash Handling
- Accounts payable and Accounts receivable
- Maintaining Monthly Bank Reconciliation

Assistant Accountant

Galaxy Group

09/2016 - 08/2018

Bangalore , Karnataka

Achievements/Tasks

- Purchase Coordination & Petty Cash/ Cash Handling
- Payroll
- Managing Store Inventory Inward and Outwards
- Preparation of Invoices

SKILLS

Team Work

Communication Skill

MS Office

Tally ERP

Customer Service

Flexibility

Highly Energetic

POS

Telephone Etiquette

Time Management

PERSONAL DETAILS

Nationality - INDIAN

Date of Birth - 07/07/1995

Visa Status - Visit Visa

Passprt No. - P8847550

LANGUAGES

English



Hindi



Arbic



Malayalam



INTERESTS

Football

Fashion

Travel

Photography

Reading