



ABDUL KADHER.A

ACCOUNTANT

Email:

abdulkadher.ani@gmail.com

Mob:0504328219

Whatsapp: 0504328219

SKILLS & ABILITIES

Courses completed

- TALLY

Software's known

- APPLICATIONS
Word, Excel, Power point
- OPERATING SYSTEMS
Windows 8 , 7, XP, Linux,
Ubuntu

Languages known

- English (read, write, speak)
- Hindi (read, write, Speak)
- Tamil (speak)
- Malayalam(read, write, speak)

Tel: 0504328219

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills & knowledge to grow along with the organization objective. To obtain a creative & challenging position in an organization that gives me an opportunity for self-improvement & leadership, while contributing to the symbolic growth of the organization with my technical, innovative & logical skills.

ACADEMIC OVERVIEW

B.COM PA (PROFESSIONAL ACCOUNTING) **(2015 — 2018)**

AJK ARTS AND SCIENCE COLLEGE,TAMILNADU

Higher Secondary (2013 — 2015)

VIJAYAMATHA CONVENT,PALAKKAD

High School — 2013

KENDRIYA VIDYALAYA, PALAKKAD

PROFESSIONAL EXPERIENCE

NIPPON PAINT PVT LTD ***KERALA,INDIA***

Designation : ACCOUNTANT

Duration : January 2020 to October 2021

MS ASSOCIATES ***PALAKKAD,INDIA***

Designation : ACCOUNT ASSISTANT

Duration : July 2018 to June 2020

Email:abdulkhader.ani@gmail.com

PERSONAL STRENGTHS

- Self-motivated
- Quick learner
- Maintain good relationship with coworkers
- Keep to learn new technologies and perform confidently

TRAINING SKILLS

- Skills in planning and administration
- Skills in planning and administration
- Ability to work under pressure
- Good analytical skills and solution focused person
- Demonstrate accountability Ability to work well in a multicultural team
- Excellent stress management skills
- Negotiation and problem solving skills
- Excellent communication and coordination skills

PERSONAL PROFILE

- Date of Birth : 15/09/1997
- Gender : Male
- Marital status : Single
- Address : Deira,
Clock tower
Dubai
- Passport No : P 1163628
- Nationality : Indian

DUTIES AND RESPONSIBILITIES

- Maintaining staff welfare facilities.
- Securing staff medical & health insurance.
- Handling cash, credit transaction of the organisation.
- Maintaining Timesheet for Staffs.
- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analyzing financial performance.
- Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profits.
- Compiling and presenting financial and budget reports.
- Keeping accounts books and systems up to date.
- Good knowledge in reconciliation process.
- Records of extra services and sales rendered to Clients, duly signed by the Client, reporting the number of budgeted Projects or refer to object or person, in order to be invoiced.
- Excellent communication skills utilized in resolving queries.
- Convey and supervise contractors and subcontractors.
- Evaluate project and recommend report to identify issues and opportunities to improve performance going forward.
- Experience in issuing credit / debit to customer's & vendor's.

Declaration

I, **ABDUL KADHER** declare that the information furnished above is true to the best of my knowledge and belief.