

ABDUL HASHIF.K



Address:

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Career Objective

Accomplished certified accountant with 07 years of experience in Accounting and finance. Experienced in book keeping, Management a/c, Tax, A/C Receivable & A/C Payable.

Professional Experience:

- **Senior Accountant in Al Batinah National Com Air Condition & Electricity Trading. Sohar Sulthanate of Oman From Nov 2021 to current.**
 - Prepare Invoices to Client, daily Cash & Cheque collection entry and report, Customer payment follow up.
 - Managing A/c payable and payment to suppliers, Vendors ledger reconciliation,
 - Preparing and sending the quotation to the client, collection of LPO for the sale of Project
 - Prepare bank reconciliation, General ledger, A/c payable & A/c receivable ledgers maintenance.
 - Prepare Financial reports Balance sheet, Profit & Loss Statement, Cash flow projection vs comparison
 - Processing Payroll, Online payment, Overtime calculation as per country Labour rules.
 - Managing hr division, management of employees Leave settlement Final settlement, and payment
 - Conducting new employee interview for the company development on proper way.
- **Accountant in Top Builders International, Qatar from February 2020 to Oct. 2021.**
 - Preparing the Invoice related to manpower, project sale and maintaining and reconciliation of ledger.
 - Preparing the daily collection report and daily working progress report for the various running projects.
 - Prepare monthly sales, collection, Salesman wise Outstanding, Project Daily and Monthly analysis report.
 - Assisting payable, Bank reconciliation, ledger reconciliation.
- **Accountant in ECO Project Trading LLC, Oman, from September 2018 to February 2019.**
 - Prepare Invoices to Client, daily Cash & Cheque collection entry and report, Customer payment follow up.
 - Managing A/c payable and payment to suppliers, and vendor ledger reconciliation,
 - Preparing and sending the quotation to the clients, and receive LPO for the sale of Project
 - Prepare bank reconciliation, General ledger, A/c payable & A/c receivable ledgers maintenance.
 - Prepare Balance sheet, P&L, Cash flow statement, project wise Outstanding summary, customer aging report,
 - Prepare salary, overtime calculation sheet and payment of salary/overtime through cash or bank.
- **Accountant in AV Printers, Ernakulam, Kerala from Nov 2017 to Aug 2018, Mar 2019 to Jan 2020**
 - Prepare and sending Invoices to customer and customer ledger reconciliation.
 - Making supplier cash/cheque payments and vendors ledger reconciliation.
 - Prepare and sending sales quotations to customers, and sending purchase orders to vendors.
 - Prepare collection report, cash flow, Balance sheet, P&L, Outstanding report, Closing Stock report, Tax report, IGST/CGST/SGST Payment and summary reports.
 - Prepare Payroll report, Incentive report. Settlement of resign report etc...
 - Prepare and maintain Stock register and daily wise Purchase addition Updates along with the cost of goods purchased deviation summary. Analysing costing sheets of Purchase and sale and reporting to the Director

➤ **Accounts Executive in AM Motors, Kerala, India from September 2015 to October 2017.**

- Prepare sales register branch wise.
- Ledger reconciliation of customers with the document hard copies.
- Bank reconciliation and entry posting.
- Petty cash voucher checking and entry posting.
- Customer refund payment like cheque, RTGS/NEFT

Technical Skills:

- Comprehensive knowledge of Manufacturing, Trading and service accounting procedures and Working Experience.
- Sound knowledge of general accounting principles and working experience.

Key skills and Competencies:

- Microsoft office (Excel, Word, PowerPoint, Outlook).
- Tally erp.9
- Argus Erp
- Acro biz, Easy biz erp.
- Quick book , sage 50 ,My Ob.

Personal:

- Self – motivated and positive attitude.
- Independent and good team player.

Educational Qualification:

Graduated as **Bachelors of Commerce in Accounting Plus taxation (2012 – 2015)** with “**Second – Class**” Grade from Kerala University Kerala, India.

Personal Details:

Nationality : Indian.
Languages known : English, Tamil, Malayalam & Hindi.

Declaration:

I hereby declare that the above – mentioned information is correct up to my knowledge and I bear the responsibility for the customers of the above – mentioned details.

Place: Muscat

Date: 17 - 05 - 2022