ABIL HASAN ALI SHADULI

**ACCOUNTS & ADMINISTRATION**

# PERSONAL PROFILE

Energetic candidate with a Professional course in advanced diploma in computer application which specialised five different. looking for a career in Accounts and Administration

# ACCOUNTS & ADMINISTRATION

* Proficiency in using accounting software’s like tally , data entry and MS Office



* General ledger accounting
* Manage all accounting transactions
* Reconcile Accounts payables & Receivables
* Bank reconciliation
* Inventory management and GST
* Preparing and analyzing financial reports
* Overseeing payroll and expenses

## OTHERSKILLS

### Office management skill

* Microsoft office
* Data Entry
* ***Technical skill***
* Computer Hardware

### TrainedIn

* + Customer Relationship,
  + Organisational Behavior
  + Business Communication

# CONTACTS

+91 9446192444

+91 7907486909

abilhasan1875@gmail.com

21/543 vadakkumuri, kalmandapam,palakkad, kerala

# EDUCATION

Completed graduation in bcom CA from calicut university

# SKILLS

* Tally Prime+gst
* Data entry
* Ms office
* Sage peachtree

# LANGUAGE

* English
* Malayalam
* Tamil
* hindi

**PERSONALINFORMATION**

FATHER’S NAME NATIONALITY DATE OF BIRTH GENDER RELIGION MARITALSTATUS LICENCE

LANGUAGESKNOWN

HOBBIES

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SAFFIULLA INDIAN 26.03.2003 MALE

MUSLIM SINGLE

2& 4 WHEELER

ENGLISH&MALAYALAM READING

## DECLARATION

**I here by declare that the above information is true to the best of my knowledge.**

PLACE: PALAKKAD

DATE: ABIL HASAN