

ABDUL SALEEK M A

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CAREER OBJECTIVE

Seeking a position in Accounting department of the company where my excellent communication skills, managing skills, pleasing abilities and organizational abilities that will be helpful in contribute to the development of the organization with impressive performance.

PROFESSIONAL EXPERIENCE

ACCOUNTANT

**KARUVANTHIRUTHY SERVICE CO-OPERATIVE BANK ,KERALA INDIA – 2017
AUGUST PRESENT**

- Monitoring Day to Day Financial Operation , Invoicing, verification of vouchers, ledgers service and other transaction.
- Managing all document services.
- Handling cash and counter work
- Petty cash handling and posting
- Accounts payable and receivable posting
- Handling all types of loan transactions
- Managing all types of transfer entries (RTGS & NEFT)

CLERK / TELLER

**KOZHIKODE DISTRICT CO-OPERATIVE BANK (KERALA BANK) ,KERALA INDIA –
2013 JUNE TO 2017 JULY**

- Managing all document services.
- Handling cash and counter work
- Petty cash handling and posting
- Handling all customer related services.
- Managing foreign currency buying selling and all other transactions.

SOFTWARE PROFICIENCY

- Expertise in computer knowledge and skills in Microsoft office Microsoft PowerPoint, Microsoft Word.
- Expertise in Banking software (FINACLE & BEACONPRO)
- Expertise in custom made accounting software.
- Data Entry management.

ACADEMIC QUALIFICATION

- **BACHELOR OF COMMERCE (B.COM)**

UNIVERSITY OF CALICUT, KERALA – 2010 TO 2013.

- **HIGHER SECONDARY SCHOOL COURSE**

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA – 2008 TO 2010

PERSONAL PROFILE

Date of Birth	:	23.01.1993
Gender	:	Male
Marital status	:	Married
Languages Known	:	English, Malayalam, Hindi and Tamil
Nationality	:	Indian
Passport no	:	P5339213
Visa status	:	visit visa

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Date: 16.10.2023

Place: Abu Dhabi