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abdulqhader05@gmail.com



Sharjha- United Arab  
Emirates

## PASSPORT DETAILS

Passport No : U9761014

Valid up to : 04/03/2031

## EXPERTISE

- Microsoft office
- Tally
- Uses of internet and mailing
- Typing and technical skill

## LANGUAGE

- English
- Malayalam
- Hindi

## PERSONAL SKILLS

- Management skills
- Responsible
- Good Listener
- Critical Thinking
- Quick learner

## HOBBIES

- Drawing sketch
- Driving

# ABDUL KHADER PA

*I offer my strong professional and articulate leadership abilities with my experience. My hands-on style of management where i like to be involved all aspects of the business from bottom to up. My desire and commitment to achieve is derived from my willingness to continually learn and develop, to obtain overall corporate goals and objectives.*

## EXPERIENCE

**2021/11-2023/10**

**INDUS MOTORS PVT LTD, KERALA**  
**(Authorized Maruthi Suzuki Dealership)**

Accounts officer

- Practiced duties of Cashier and recorded receipts and payments from Customer and Vendors respectively.
- Maintained bank and debtor reconciliation.
- Prepared salary report, provision report and MIS monthly.
- Managed petty cash and entered daily on-site.
- Monitoring spending and preparing the budget report.
- Managed monthly attendance of employees and assisted with payroll operations.
- Keeping accounts books and systems up to date.
- Communicating with customers and vendors regarding outstanding invoices, payments and adjustments and resolved disputes.

**2020/12-2021/06**

**KERALA STATE ELECTRICITY BOARD LTD (KSEB)**

- Worked as a back office executive in a temporary post at KSEB (Kerala State Electricity Board LTD) for 7 month

## EDUCATIONAL QUALIFICATION

- **Degree in Commerce (B COM 2017-20)**  
Kannur University, Kerala, India.
- **Computerized Office Management (2016-17)**  
Vocational Higher Secondary under  
Govt of Kerala

## REFERENCE

Shamil V S

Dealership Accounts,  
Indus Motors  
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