



## ABDUL RAZZAQ KT

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Abu Dhabi, UAE

## EDUCATION

Bachelor of Commerce in  
finance

University of Calicut, Kerala,  
India

June 2014 – March 2017

## LANGUAGES

- English
- Hindi
- Arabic

## HOBBIES

- Reading
- Travelling
- Observe stock market updates.

## PROFESSIONAL SUMMERY

Detail-oriented with financial data and careful to follow accounting best practices and regulatory requirements. Helps drive financial improvements with reliable, accurate and compliant records for forecasting and business planning. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## WORK HISTORY

**July 2019- July 2021**

**Team H Hypermarket- Assistant Accountant, Kerala, India**

- Organized budget documentation and tracked expenses to maintain tight business controls.
- Compiled reports on sales, expenditure, and marketing for senior management.
- Verified items billed against items received, following up with vendors to reconcile variances.
- Monitored accounts payable and receivable statuses, keeping financial records up to date.
- Maintained and improved company bookkeeping processes.
- Reconciled all company accounts, including credit cards and expenses.

**August 2021 – February 2023**

**Ability foundation for the disabled – Accountant, Kerala, India**

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reconciled accounts from income and expense data to net worth and assets.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Maintained integrity of general ledger, including chart of accounts.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared monthly bank reconciliations with 100% accuracy.
- Prepared monthly bank reconciliations and submitted compiled reports to management.

**April 2023 – current**

**Al Madina Fresh Mart LLC – Cash Officer and IT Department Abu Dhabi, UAE**

- Prepared safe movement and cash management reports.
  - Business data analysis
  - Team leader of SOP implementation team.
  - Maintained an updated list of all checks sent for collection.
  - Trained new employees regarding money transaction procedure and cash drawer handling.
  - Oversaw all payments and deposits.
  - Recorded amounts received and prepared report of transaction.
  - Tracking inventory invoices shop use invoices.
  - Preparation of Goods receipt note and purchase return note.
  - Stock adjustment, stock transfer and price changing.
  - Inventory valuation.
  - Preparation of order form and purchase order.
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## **SKILLS**

- Effective Working Relationships
  - Build Customer Relationships
  - Consolidated Financial Statement
  - Cash Consolidation
  - People oriented
  - Time management
  - Petty Cash Management
  - Strong banking concept
  - Cash Control
  - Excellent knowledge in MS excel (arithmetic function, VLOOKUP, XLOOKUP, pivot table, DGET, IF function, filtering etc.
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## **DECLARATION**

I hereby declare that the above information is true with my knowledge.

Date:

ABDUL RAZZAQ KT