

**ABDUL KOUSAR**

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Al Qusais, Dubai, UAE



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## PROFESSIONAL SUMMARY

Detail-oriented and experienced **Accountant and Cashier** with over 3 years of combined experience in financial operations, customer service, and office administration. Proven ability to manage accounts, handle daily cash transactions, prepare financial reports, and support efficient office workflows. Proficient in accounting software and POS systems, with strong organizational and communication skills. Known for accuracy, reliability, and maintaining a high level of customer satisfaction.

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## KEY SKILLS

- Proficient with Computer skills
- Microsoft Office (Word, Excel, Outlook), Internet & Emails
- Tally ERP 9 & Prime, QuickBooks, Peachtree, SAP (FICO, MM, B1)
- Office Administration
- Clerical & Communication Skills
- Accounts Payable & Receivable
- Record Management
- High level of personal integrity & workplace ethics

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## PROFESSIONAL EXPERIENCE

### **Accountant cum Administrator**

Principle Institution of Management and Technology – Ernakulam, India

*July 2023 – January 2025*

- Processed accounts payable and receivable and ensured timely invoice settlements.
- Prepared monthly and annual financial statements and assisted with audits.
- Managed physical and digital filing systems for efficient documentation retrieval.
- Handled administrative duties and client communication via phone and email.

### **Accountant cum Cashier**

Margin Free Market – Kasaragod, India

*May 2021 – November 2022*

- Handled daily cash transactions and operated the billing system efficiently.
- Issued receipts, processed payments (cash, card, UPI), and balanced the cash register at day-end.
- Delivered prompt and courteous customer service, resolving billing and payment inquiries.

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## EDUCATION

### **Diploma in Accounts Management (Tally, GST, SAP)**

School of Corporate Accounts, Ernakulam, India

*January 2023 – June 2023*

### **Bachelor of Commerce (B.Com)**

Mangalore University, Mangalore, India

*June 2018 – March 2021*

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## ADDITIONAL CERTIFICATES

- **LinkedIn Learning** – Project Management Foundations
- **Google** – Fundamentals of Digital Marketing Certificate
- **Microsoft** – Generative AI for Beginners Certificate
- **IBM** – Data Science Professional Certificate

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## LANGUAGES

- English (Fluent)
- Malayalam (Native)
- Hindi
- Tamil
- Kannada
- Arabic (Basic)

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## STRENGTHS

- Strong Problem-Solving Ability
- Quick Learner
- Organized & Detail-Oriented
- Excellent Communication Skills
- Administrative Proficiency

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## REFERENCES

Available upon request.